**Place:  
Date:**

**To Whomsoever It May Concern**

We hereby certify that Mr./Ms. …………………………………, Employee Id ………………… is employed with us as a …………………………………, since ……………………. As per our company records his present address is as follows:

This letter is being issued on his/her request as a present address proof.

For the **“Company name”,**

Authorized Signatory.