**Place:  
Date:**

**To Whomsoever It May Concern**

This is to certify that Mr./Ms. **[Employee Name],** employee ID **[XXXX]**, working in **[Company Name]** as a **[Designation]**  is residing at the below address as per the company’s employee records.  
**Current address:**

This letter has been issued upon request from **[Employee Name]** to apply for a bank loan. The organization shall not be liable to verify the correctness of the above address.

For the **“Company name”,**

Authorized Signatory.