**Place:  
Date:**

**To Whomsoever It May Concern**

This is to certify that Mr./Ms.  ……………………………….., of employee ID ………………….working in our organization as a  …………………. since  …………………..

As per our company records his/her current address is .....……………………………....  
............................................................................................................................................

This certificate was issued at his/her request for the purpose of opening a bank account/applying for a bank loan/Aadhar card.

For the **“Company name”,**

Authorized Signatory.