Date

**Whomsoever it may concern**

This is to certify that Mr./Ms. <Name>, is working with <Company Name>.  since  <DOJ>. As per the employement records available with us, his/her current address is as mentioned below:

<Address Line 1>
<Address Line 2>
<City>, <State>.
PIN - <>

This letter is issued  for the purpose of <..............................> as an address proof.

For <Company Name >

Manager - Human Resources