

[Date]

[Candidate First Name] [Candidate Last Name]

[Street Address]

[City, State, Zip Code]

Subject: Confirmation of Residential Address for Onboarding

Dear [Candidate First Name],

Congratulations on your upcoming start with [Company Name]. As part of our formal onboarding process and for the purposes of payroll, taxes, and shipping your equipment, we need to verify your current residential address.

According to our records, your address is listed as:

**[Street Address]**

**[City, State, Zip Code]**

Please review the information above. If this address is correct, please reply to this email with a brief confirmation. If any details are incorrect or if you plan to move before your start date of [Start Date], please provide the updated information immediately.

If you have any questions regarding the onboarding process, please contact [HR Contact Name] at [HR Email/Phone].

We look forward to having you on the team.

Best regards,

[Sender Name]

[Title]

[Company Name]