

[Company Letterhead]

[Date]

[Recipient Name/Organization]

[Recipient Address]

[City, State, Zip Code]

**Subject: Verification of Client-Site Placement and Residency**

To Whom It May Concern,

This letter is to certify that **[Employee Name]** is a full-time employee of **[Employer Name]**. The employee is currently assigned to a long-term project at our client's site located at:

**Client Site Address:**

[Client Name]

[Street Address]

[City, State, Zip Code]

The employee's placement at this location began on **[Start Date]** and is expected to continue until **[End Date/Ongoing]**. As a requirement of this placement, the employee resides at the following local address:

**Employee Residential Address:**

[Employee's Local Home Address]

[City, State, Zip Code]

We confirm that **[Employee Name]** reports to the client site daily and maintains their residence at the address mentioned above for the duration of this assignment.

If you require any further information or verification, please contact our Human Resources department at **[Phone Number]** or **[Email Address]**.

Sincerely,

[Signature]

[Name of Authorized Signatory]

[Job Title]

[Company Name]