

[Company Letterhead]

[Date]

[Recipient Name/Authority Name]

[Department/Organization]

[Address Line 1]

[Address Line 2]

Subject: Verification of Residency for [Candidate Full Name]

To Whom It May Concern,

This letter is to formally verify the residency status of [Candidate Full Name], a citizen of [Candidate Nationality], currently holding passport number [Passport Number].

We confirm that [Candidate Full Name] is currently employed by [Company Name] in the position of [Job Title]. According to our records and documentation provided, the candidate resides at the following address:

[Street Address]

[City, State/Province]

[Postal Code]

[Country]

The candidate has been residing at this address since [Start Date]. This residency is maintained in accordance with the local immigration and labor laws of [Country of Residence] under visa/residency permit number [Permit Number], which is valid until [Expiry Date].

This verification is issued at the request of the candidate for [Purpose of Letter, e.g., banking, housing, or administrative requirements].

Should you require any further information or additional documentation, please do not hesitate to contact our Human Resources department at [Phone Number] or via email at [Email Address].

Sincerely,

[Signature]

[Name of Authorized Signatory]

[Job Title]

[Company Name]