

[Current Date]

[Recipient Name/Agency Name]

[Department/Office]

[Full Address]

Subject: Verification of Residency and Remote Employment Status

To Whom It May Concern,

This letter is to formally confirm that [Employee Full Name] is currently employed by [Company Name] in the position of [Job Title].

We further certify that [Employee Full Name] is a full-time remote worker. As part of their employment agreement, they are authorized and required to perform all professional duties from their primary residence located at:

[Employee's Full Residential Address]

[City, State, Zip Code]

The employee has been working remotely from this location since [Start Date at Address]. Their employment is ongoing, and there are no current requirements for the employee to report to a physical office location outside of their home state/jurisdiction.

Should you require any further information or additional documentation regarding this residency validation, please contact [Department Name/HR Contact] at [Phone Number] or via email at [Email Address].

Sincerely,

[Signature]

[Printed Name]

[Job Title/Title]

[Company Name]