

[Date]

[Employee Name]

[Street Address]

[City, State, Zip Code]

Subject: Confirmation of Name and Address Details

Dear [Employee Name],

This letter is to formally confirm the personal contact information we currently have on file for your employment records:

- **Full Name:** [First Name] [Last Name]
- **Residential Address:** [Street Address, Apartment/Suite]
- **City:** [City]
- **State/Province:** [State]
- **Zip/Postal Code:** [Zip Code]

Please review the details above. If any of this information is incorrect or has recently changed, please notify the Human Resources department immediately to ensure your payroll and tax documents are processed accurately.

Sincerely,

[Sender Name]

[Job Title]

[Company Name]