

# Staff Relocation Verification

Date: [Insert Date]

To Whom It May Concern,

This letter serves to verify the relocation of **[Employee Name]**, employed with **[Company Name]** as a **[Job Title]**.

As of **[Relocation Date]**, **[Employee Name]** has officially relocated to **[New Address]** for the purpose of continuing their employment with our organization.

If you require any further information or verification, please feel free to contact me at **[Your Phone Number]** or **[Your Email Address]**.

Thank you for your attention to this matter.

Sincerely,

**[Your Name]**  
**[Your Job Title]**  
**[Company Name]**  
**[Company Address]**