

Confirmation of New Address

Date: [Insert Date]

To Whom It May Concern,

I am writing to formally confirm my new address for employment records. Please update your records with the following information:

New Address:

[Your Name]

[New Street Address]

[City, State, Zip Code]

[Country]

This change is effective as of [Effective Date]. Please let me know if you need any further information or documentation.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Job Title]

[Your Contact Information]