

Change of Address Notification

To: Human Resources Department

Date: [Insert Date]

Dear [HR Manager's Name],

I am writing to formally notify you of my change of address. Please update your records accordingly.

Previous Address:

[Insert Previous Address]

New Address:

[Insert New Address]

If you require any further information or documentation, please do not hesitate to contact me.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Job Title]

[Your Contact Information]