Your current sender address

Recipient address

Place and date of the letter

New address for my personnel records

Employee number (if applicable)

Dear Sir or Madam,

Please record my new address in my personnel records with effect from the date stated below.

Valid from

Previous address

New address

Please also apply the change to payslips and other HR post. Please give me brief feedback as soon as the data has been updated.

Yours faithfully,

Your name