

[Your Name]

[Your Address]

[City, State, ZIP Code]

[Email Address]

[Phone Number]

[Date]

[Recipient's Name]

[Recipient's Title]

[Company/Organization Name]

[Company Address]

[City, State, ZIP Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to formally request a No Objection Certificate (NOC) regarding my prospective employment with [New Employer's Name].

As per the requirement of my new employer, I need to provide them with an NOC from my current employer stating that there are no objections to my joining their organization.

My details are as follows:

Name: [Your Name]

Designation: [Your Current Designation]

Department: [Your Department]

Employee ID: [Your Employee ID]

I assure you that my decision to transition is in no way a reflection of my experience at [Current Company Name], and I value the opportunities that have been provided to me during my tenure.

I would greatly appreciate your assistance in issuing the NOC at your earliest convenience. Please let me know if you require any further information or if there are any forms that I need to complete.

Thank you for your attention to this matter. I look forward to your positive response.

Sincerely,

[Your Name]