

[Your Company Letterhead]

[Date]

[Recipient's Name]

[Recipient's Position]

[Company Name]

[Company Address]

Subject: No Objection Certificate

Dear [Recipient's Name],

This is to certify that [Employee's Name], holding the position of [Employee's Position] with employee ID [Employee ID], has been employed with us since [Start Date].

We have no objection to [his/her/their] request for [reason for request, e.g., leave, travel, higher studies] from [start date] to [end date]. We wish [him/her/them] all the best in [his/her/their] future endeavors.

If you require any further information, please feel free to contact us.

Sincerely,

[Your Name]

[Your Position]

[Your Company's Name]

[Your Contact Information]