

[Your Company Letterhead]

[Your Company Name]

[Your Company Address]

[City, State, ZIP Code]

[Phone Number]

[Email Address]

[Date]

[Recipient's Name]

[Recipient's Position]

[Recipient's Company/Organization]

[Recipient's Address]

[City, State, ZIP Code]

Subject: No Objection Certificate (NOC)

Dear [Recipient's Name],

This is to certify that [Employee's Name], holding the position of [Employee's Position] with [Company Name], has been working with us since [Date of Joining]. We hereby grant our No Objection Certificate for [his/her/their] travel to [Destination] for the period of [Start Date] to [End Date].

We have no objections to [his/her/their] participation in this travel and confirm that [Employee's Name] will be returning to [his/her/their] duties with us after the said period.

Should you require any further information, please feel free to contact us at the details provided above.

Thank you.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]