

[Your Name]  
[Your Address]  
[City, State, ZIP Code]  
[Email Address]  
[Phone Number]  
[Date]

[Recipient's Name]  
[Recipient's Position]  
[Organization/Company Name]  
[Address]  
[City, State, ZIP Code]

Subject: No Objection Certificate for Travel

Dear [Recipient's Name],

I, [Your Name], holding the position of [Your Position] at [Your Company/Organization], hereby issue this No Objection Certificate (NOC) for [Employee's Name/Traveler's Name], who is a [Designation/Relation] under my supervision.

This certificate is to confirm that we have no objection to [Employee's Name/Traveler's Name] traveling to [Destination] from [Start Date] to [End Date] for [purpose of travel, e.g., vacation, business, conference]. [Employee's Name/Traveler's Name] is a valued member of our team, and we appreciate their commitment and hard work. We wish them a safe and productive journey.

Should you require any further information, please feel free to contact me at [Your Phone Number] or [Your Email Address].

Thank you.

Sincerely,

[Your Signature (if sending a hard copy)]  
[Your Printed Name]  
[Your Position]  
[Your Company/Organization]