

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Manager's Name]
[Company's Name]
[Company's Address]
[City, State, Zip Code]

Subject: Request for No Objection Certificate (NOC)

Dear [Manager's Name],

I hope this message finds you well. I am writing to formally request a No Objection Certificate (NOC) from [Company's Name] to pursue a [new job opportunity/educational program/transfer] that requires this document. I have enjoyed my time at [Company's Name] and am grateful for the experiences and support I have received. To comply with the requirements of the [new job/educational institution], a NOC is necessary for me to proceed further.

I kindly request your assistance in granting me this certificate at your earliest convenience. I assure you that my commitment to my current role will continue until the [transition date/last working day].

Thank you for considering my request. I look forward to your positive response.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]

[Your Job Title]