

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

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

Subject: Request for No Objection Certificate (NOC) for Proof of Employment

Dear [Recipient's Name],

I hope this message finds you well. I am writing to formally request a No Objection Certificate (NOC) as proof of my employment with [Company Name].

I am currently in need of this document for [mention the reason, e.g., applying for a visa, new job application, etc.]. The NOC will serve as verification of my employment status and duration.

I would appreciate it if you could include the following details in the NOC:

- My full name
- Designation
- Duration of employment
- Confirmation of my employment status

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

Sincerely,

[Your Name]
[Your Job Title]
[Department]