

[Your Company Letterhead]

[Date]

[Recipient Name]

[Recipient Position]

[Recipient Company/Organization]

[Recipient Address]

[City, State, Zip Code]

Subject: No Objection Certificate Request for [Employee's Name]

Dear [Recipient Name],

I hope this letter finds you well.

We are writing to formally request a No Objection Certificate (NOC) for our employee, [Employee's Name], who holds the position of [Employee's Position] in our organization. [Employee's Name] is planning to [reason for NOC, e.g., travel abroad, pursue further studies, etc.], and we kindly ask for your cooperation in issuing a NOC to facilitate this process.

[Employee's Name] has been with us since [joining date] and has consistently demonstrated professionalism and dedication to their role. We have no objection to their request and fully support their endeavors. We appreciate your prompt attention to this matter and look forward to your favorable response.

Thank you for your consideration.

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]