

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

To,

The Manager,

[EPFO Office Address]
[City, State, Zip Code]

Subject: Request for PF Withdrawal Due to Job Change

Dear Sir/Madam,

I am writing to request the withdrawal of my Provident Fund (PF) balance due to my recent job change.

My details are as follows:

- Name: [Your Name]
- PF Account Number: [Your PF Account Number]
- UAN Number: [Your UAN Number]
- Previous Employer: [Previous Employer Name]
- Joining Date: [Joining Date]
- Last Working Day: [Last Working Day]
- Reason for withdrawal: Job change

I have attached all necessary documents, including my resignation letter, final settlement, and other required documentation to facilitate this process.

Please let me know if there are any further documents or actions needed from my side. I request you to process my withdrawal at the earliest convenience.

Thank you for your assistance.

Sincerely,

[Your Signature (if submitting a hard copy)]

[Your Printed Name]