

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

The Manager

[Company Name]
[Company Address]
[City, State, ZIP Code]

Subject: Request for PF Refund after Resignation

Dear [Manager's Name],

I hope this letter finds you well. I am writing to formally request the refund of my Provident Fund (PF) following my resignation from [Company Name] on [Last Working Day, e.g., September 30, 2023].

My PF account number is [PF Account Number], and my employee ID was [Employee ID]. As per the guidelines set forth by the Employees' Provident Fund Organization, I am entitled to withdraw my Provident Fund balance after leaving the organization.

I have attached all the necessary documents, including:

1. A copy of my resignation letter
2. A copy of my last pay slip
3. A copy of my PF passbook or statement
4. Any other required forms as per company policy

I kindly request you to process my PF refund at your earliest convenience. Should you require any further information or documentation, please feel free to contact me at [Your Phone Number] or [Your Email Address].

Thank you for your attention to this matter.

Sincerely,

[Your Name]
[Designation]