

Professional Resignation Letter with Application for Experience Certificate

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

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

Subject: Resignation Letter and Application for Experience Certificate

Dear [Recipient Name],

I am writing to formally resign from my position as [Your Position] at [Company Name], effective [Last Working Day, e.g., 30th June 2024]. Please consider this letter as my formal notice as per the company's policy.

I would like to express my heartfelt gratitude for the opportunities and support I have received during my tenure at [Company Name]. Working here has been a valuable experience and has contributed significantly to my professional and personal growth.

I kindly request you to issue an experience certificate highlighting my tenure and the roles and responsibilities I have undertaken in the organization. This document will greatly assist me in my future professional endeavors.

Please let me know if any further information or formalities are required from my end to ensure a smooth transition. I am willing to provide all necessary assistance during my notice period.

Thank you once again for your guidance and support during my time at [Company Name].

Sincerely,
[Your Name]