

Resignation Letter Template Requesting Experience Certificate

Date: [Insert Date]

To,
[Recipient's Name]
[Recipient's Designation]
[Company/Organization Name]
[Company Address]

Subject: Resignation from [Your Position] and Request for Experience Certificate

Dear [Recipient's Name],

I am writing to formally resign from my position as **[Your Designation]** at **[Company/Organization Name]**, effective [Last Working Day, e.g., 30 days from today as per the notice period].

I am grateful for the valuable opportunities and experiences I have gained during my tenure with the organization. I appreciate the support extended by you and the team throughout my employment.

I kindly request you to issue me an experience certificate acknowledging my period of service and contributions to the company. This certificate will greatly assist me in my career progression and serve as a testament to my work experience at [Company/Organization Name].

Please let me know if I can be of any assistance during the transition period to ensure a smooth handover of my responsibilities.

Thank you once again for the guidance and opportunities provided to me. I wish the organization continued success in the future.

Sincerely,
[Your Name]
[Your Employee ID, if applicable]