

Email Resignation Letter Format Requesting Experience Certificate from HR

Dear [HR Manager's Name],

I am writing to formally resign from my position as [Your Designation] at [Company Name], effective [Last Working Day, typically two weeks from the date of this email].

Working at [Company Name] has been a valuable experience, and I am grateful for the support, opportunities, and guidance provided during my tenure. I deeply appreciate the encouragement and learning environment that have contributed to my professional growth.

As I transition to the next phase of my career, I kindly request you to provide me with an experience certificate detailing my role and tenure with the company. The certificate will greatly assist me in future employment opportunities and serve as recognition of my contributions here.

Please let me know if there are any formalities or documentation I need to complete prior to my departure. I am committed to ensuring a smooth handover of my duties.

Thank you once again for the opportunity to be a part of [Company Name]. I look forward to your support regarding my request.

Sincerely,

[Your Full Name]

[Your Designation]

[Your Contact Number]