

# Formal Resignation Letter with Request for Job 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 from [Your Position] – Request 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., 30 June 2024], providing the required notice as per company policy.

I am deeply grateful for the valuable learning experiences and professional growth opportunities I have received during my tenure with [Company Name]. My time here has significantly contributed to my development, both personally and professionally.

I kindly request you to provide me with a job experience certificate outlining my period of employment, my responsibilities, and the skills I have acquired while working at [Company Name]. This certificate will be of immense help in furthering my career prospects.

I will ensure a smooth transition of my duties before my departure. Please let me know if there are any formalities to complete from my end.

Thank you once again for all the guidance and support extended to me. I look forward to staying in touch and wish the organization continued success.

Yours sincerely,  
[Your Name]