

Resignation Letter Sample Requesting Experience Certificate

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

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

Dear [Recipient'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 above].

I would like to express my sincere gratitude for the opportunities for professional and personal development that you and the company have provided me during my tenure. I have enjoyed working as part of your esteemed team, and I appreciate the support, guidance, and encouragement I have received.

In view of my departure, I kindly request you to provide me with an experience certificate detailing my service period and contributions at [Company Name]. This document will greatly assist me as I seek further career opportunities and will be a valuable record of my work at your organization.

I will ensure that the transition is as smooth as possible and am willing to assist in handing over my responsibilities as required. Please let me know how I can help during this period.

Thank you once again for the support and opportunities. I look forward to staying in touch and wish the company continued success in the future.

Yours sincerely,
[Your Name]