Request Letter for Certificate

To

Human Resource Manager

XYZ Private limited

[Address]

[Date]

Dear Sir/Madam,

Hi, my name is [Your Name]. I worked as a sales executive in your BPO department from [Date] to [Date], on a #-year contract. My employee number was ##. During the job, I tried my best to fulfil my responsibilities dutifully and achieved valuable [period] of work experience with incentives enjoyed throughout this journey.

I'd like to thank you for taking the time out of your busy schedule to read this letter. As you are surely aware, I resigned from my position last week, and since then, I've been looking for work. Fortunately, I was able to secure a job with a new firm, and today I'm writing this letter to ask for an employment certificate from the company in order to authenticate my employment history. If you can get my employment certificate by [Date], I'll be very grateful; it's required that I show it on that day.

Thanks, and Best Regards,

Yours truly,

[Your Full Name]