Request Letter for Certificate of Employment

To

Human Resource Manager

[Company Name]

[Address]

[Date]

Dear Sir/Madam,

Hello, my name is [Your Name]. From [Date] to [Date], I was a sales executive in your BPO department on a #-year contract. My employee number was ##. During the employment, I tried my best to fulfill my duties diligently and achieved valued [period] of work experience with incentives enjoyed throughout this journey.

Thank you for reading this letter. As you know, I resigned from my job last week and have been looking for new employment since then.

Fortunately, I was able to find a new job and today I'm writing this letter to apply for an employment certificate from the firm in order to authenticate my work history. If you can get my employment certificate by [Date], I will be grateful; it is necessary that I display it on that date.

Thanks, and Best Regards,

Yours truly,

[Your Full Name]