

Request Letter for Certificate of Eligibility

[Name]

[Address]

[Phone #]

[Email]

[Date]

[Receiver's Name]

[Designation]

[Address]

Dear Sir/Madam,

I have been working as a Quality analyst in the Quality Assurance section from [date] to [date]. I was part of the team that was laid off following the previous downsizing on [date].

I am requesting for an employment certificate because I have found a job in another company, and I am required to hand in this certificate before [date]. I will really appreciate if I receive it before [date].

Thank you.

Yours sincerely,

[Signature]

[Name]