Request Letter for Clearance from Previous Employer

To,  
The HR Manager,

[Name of the Company]

[Company’s Address]

[Date]

From,

[Name]

[Address]

Subject: Request for the clearance certificate

Respected Sir/ Madam,

With great respect, I'd want to advise you that my name is [name] and that I've been employed in your respected firm's [department] as a [designation] for the past five years.

This is to inform you that this letter is in the matter of requesting that you issue a clearance certificate on my behalf. Most respectfully, I tendered my resignation on [mention date]. Furthermore, I've paid off all of my obligations. As a result, it is only right for me to ask that you grant a clearance certificate in my name because it will assist me in [mention reason – why do you want the clearance certificate].

I would be grateful for your assistance. If you have any questions, please contact me at [contact number].

Yours truly,

[Signature],

[Name],

[Contact Number]