**To**

**The Secretary**

**SOLUTION**

**Jamshedpur, Jharkhand-831009**

**Subject:** **Request for Experience Certificate**

**Dear Sir/Madam,**

I am writing to formally request an experience certificate for my tenure at SOLUTION NGO as per below mentioned Self Declaration: -

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| SELF DECLARATION | | | | |
| SL NO | **DESCRIPTION** | |  | |
| 1 | **Worked from to** | | **From** | **To** |
| Designation |  |  |  |
| Designation |  |  |  |
| Designation |  |  |  |
| 2 | Reason of Exit | |  | |
| 3 | Financial or legal obligations pending from the organization’s side if any: - (like -Remuneration,TA,DA,Allowances,Welfare,others) | |  | |
| Kindly accept My request and issue Experience certificate. Thank you for your kind cooperation and support. | | | | |
| Sincerely  Name-  Signature-  Date-  Emp code if any -  Contact No-  Email Id - | | | | |