**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: -

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| --- |
| 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. |
| SincerelyName-Signature-Date-Emp code if any -Contact No-Email Id - |