**Letter 1**

I am writing to request an experience and salary certificate from XYZ Company where I have been working since December 2016 as the (job position).

I am planning to explore new career opportunities. Therefore, it is important for me to have an official document that confirms my employment history with you. My experience certificate will serve as proof of my services to the company as well as the skills I have gained during my employment.

On the other hand, the salary certificate is necessary for various purposes including visa processing in case I seek a job opportunity abroad. I, therefore, request you to issue my salary certificate that provides a breakdown of my salary including allowances, deductions, and net salary, for the specified period of my employment.

I kindly request you to issue both the experience and salary certificates in a timely manner.

Thank you for your attention to this matter. I appreciate your support and cooperation in providing the requested certificates.

**Letter 2**

I am XYZ from the Technical Department at ABC Company. I have recently submitted my resignation and am currently in the notice period. I am completing the required clearance process and request the company to provide me with my experience and salary certificates.

As I prepare for a new professional opportunity, it is important for me to have official documents that prove my professional experience and confirm the details of my salary and other benefits.

I kindly request your prompt assistance in issuing both of the above mentioned documents. Your cooperation and support in this matter would be highly appreciated.