**To**

**[The Recipient Name]  
[Designation in office]  
[Address (optional)]**

**Re. Letter of Request for Certificate of Employment**

Dear Sir,

I am [Name of the sender], a former [name of the job title] from the [Name of the department]. I have worked in [Name the area] for the past ten years. During this time, I displayed the best of my abilities and potential. I always remained professional and eager to learn new skills. I was one of the three employees awarded the employee of the year award three times during my stay in the company. Annual appraisals always nominated me as highly professional, quick to learn, and welcoming to new challenges.

However, the company put a lot into me. It was the time when I started from zero and learned the best. I updated my skill profile with the help of my supervisors and respective heads of the departments. The environment of the company was very professional and highly conducive to work. I enjoyed working here. I saw three phases of promotion in the company. However, due to the company's internal economic strength demise, the company downsized its workers.

I was removed from my position and laid off permanently to downsize the company. Despite several requests, it has been two months, and reconsideration still needs to be done. Looking at the company's current situation, I decided to apply for other positions at other organizations. I need a certificate of working experience at your company to apply for a job. The certificate shall indicate my working potential, my skill profile, and my profile as an employee.

Therefore, please allow the relevant department to give me the certificate of employment. It will catalyze the process of recruitment by the relevant authorities. As I have completed all the requisites to get the certificate, I request you to order the appropriate person to give me the certificate of employment after highlighting the particulars of my work.

I shall be grateful to you.

Thank you.

[Signature]