**Experience / Service Certificate Request Form**

|  |  |  |  |
| --- | --- | --- | --- |
| **Organization Name:** |  | | |
| **Address:** |  | | |
| **Contact No:** |  | **Email:** |  |
| **Form No:** |  | **Date:** |  |

**Section 1: Employee Information**

|  |  |  |  |
| --- | --- | --- | --- |
| **Employee Full Name:** |  | | |
| **Employee ID/Code:** |  | **Department/Division:** |  |
| **Designation/Job Title:** |  | **Date of Joining:** |  |
| **Date of Resignation/Exit:** |  | **Last Working Day:** |  |
| **Contact Number:** |  | **Email Address:** |  |

**Section 2: Certificate Details**

|  |  |
| --- | --- |
| Type of Certificate Requested | ☐ Experience Certificate  ☐ Service Certificate  ☐ Both |
| Purpose of Request |  |
| Preferred Mode of Delivery | ☐ Collect in Person  ☐ Email  ☐ Postal Delivery |
| Delivery Address / Email (if applicable) |  |
| Number of Copies Required |  |

**Section 3: Declaration by Employee**

I hereby confirm that the information provided above is true and accurate. I understand that issuance of the Experience/Service Certificate is subject to completion of all exit formalities, clearance procedures, and management approval.

**Employee Signature:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Date:** \_\_\_ / \_\_\_ / \_\_\_\_\_\_

**Section 4: HR / Admin Use Only**

|  |  |
| --- | --- |
| Verified By |  |
| Clearance Status | ☐ Cleared  ☐ Pending  ☐ Not Cleared |
| Final Settlement Status | ☐ Completed  ☐ In Process |
| Certificate Prepared By |  |
| Authorized By (HR Head / Manager) |  |
| Date of Issue | \_\_\_ / \_\_\_ / \_\_\_\_\_\_ |
| Remarks |  |

**Section 5: Acknowledgment of Receipt (to be signed upon collection)**

I acknowledge that I have received my Experience/Service Certificate from the HR Department.

**Employee Signature:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  **Date:** \_\_\_ / \_\_\_ / \_\_\_\_\_\_