

[Name of the sender]

[HR of the respective company]

To,

[Name of addressee]

Subject: NOC for job change

Respected sir/madam,

This letter is to inform you that I [mention your name] the HR manager of [mention company name] writing this letter to inform you that we have No Objection to [mention employee name] leaving our company. We were satisfied by his/her dedication and hard workings at [mention company name] as [mention designation] and he/she has served many years of his/her service to our company.

We have no objection to his/her job changing. According to the company terms and conditions, our administration has got no issue if he/she wants to change his/her job after the prohibition period ends. He/she has always shown his/her sincerity towards his/her profession as [mention designation] at [mention company name].

Now, if he/she wants to leave this company, he/she is able to we have no objection in this matter. This letter is in regard to their request.

If you have any further queries you can reach us at [mention phone number] or through an email [mention email address].

Sincerely,

[Sender Name]