NOC letter format

Editable sample letter: replace the details with your own records before signing

Date: [Issue date]
Employer: [Company name]
Employee: [Employee Name]
Employee ID: [Employee ID]
Designation: [Job title]
Purpose: [One purpose, such as dated leave travel or a named bank request]
To whom it may concern,
This is to certify that [Employee Name] is employed with [Company name] as [Job title], and that the employer has no objection to the purpose stated above.
This letter is the employer's no-objection only. It does not grant a visa, an exit permit, or a bank's approval.
For [Company name]
Authorised signatory: [Name and designation]
Company stamp: _____