India employer NOC letter

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

Letter reference: [Reference]
Date: [Issue date]
Employer: [Company]
Employee: [Employee Name]
Employee code: [Employee ID]
Designation: [Designation]
Passport number: [Passport number]
Purpose: no objection to applying for a fresh passport while remaining in employment
To whomsoever it may concern,
[Company] has no objection to [Employee Name] applying for a fresh passport. The employee continues in employment as [Designation]. This letter does not apply for the passport, does not guarantee it will be issued, and is not a police verification.
If the need is travel during leave, replace the purpose with the leave dates and the countries named on the approved leave form. Delete the passport sentence if this copy is only about travel.
For [Company]
Authorised signatory: [name and designation]
Company stamp: _____