

Heartfelt and polite request for experience certificate

Subject: Request for Experience Certificate

Dear [HR Manager/Manager Name],

I am writing with gratitude for my experience at [Company Name] and to kindly request an official experience certificate for my tenure from [Start Date] to [End Date] as [Your Position]. This document will be invaluable as I pursue new professional opportunities.

I sincerely appreciate your support and time in issuing this certificate and hope to maintain our professional connection.

Warm regards,

[Your Name]

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