

Higher Education NOC Request

Subject: Request for No Objection Certificate for Pursuing Higher Education

Dear [Manager's Name],

I am writing to formally request a No Objection Certificate as I have been accepted into the [Degree/Program Name] at [University Name]. This program will commence from [Start Date] and is scheduled to complete by [End Date].

The program is designed for working professionals and classes are scheduled during [timings - evenings/weekends], ensuring minimal impact on my current work responsibilities. I am confident that this additional qualification will enhance my contribution to our organization.

I have been with [Company Name] for [Duration] as [Position] and have consistently met all performance targets. I am committed to maintaining the same level of dedication and performance while pursuing this educational opportunity.

I would be honored to continue serving the organization while upgrading my skills. Please consider issuing the NOC to support my professional development journey.

I am happy to discuss any concerns or provide additional information as required.

Respectfully,

[Your Name]

[Designation]

[Department]

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