

Personal Reasons NOC Request

Subject: Request for NOC - Personal Circumstances

Dear [Name],

I hope this message finds you in good health. I am reaching out with a heavy heart to request a No Objection Certificate due to some challenging personal circumstances that require my immediate attention.

Over the past [time period], I have been dealing with [brief mention - family health issues/personal crisis/family obligations] that now demand my full focus and presence. This decision hasn't come easily, as I have truly valued my time and experiences here.

I have learned so much during my tenure and am grateful for all the opportunities and support you have provided. The relationships I've built here mean a great deal to me, and I hope to maintain them despite this transition.

I am committed to ensuring a proper handover of all my responsibilities and will work diligently during my notice period to minimize any inconvenience to the team.

I sincerely hope you understand my situation and can provide the NOC to help me navigate this difficult period.

With warm regards and appreciation,

[Your Name]

Get more templates here: <https://www.lettersandtemplates.com/letters/request-letter-for-noc>