

To,
The HR Manager,

Meta hub,
Menlo Park, CA,

Date: 22/01/2021

Subject: Reminder for experience certificate

Respected sir/madam,

With utmost respect, this letter is to inform you that my name is ABHISHEK DIWAKAR and I have worked as a full-stack developer for 3 years in this esteemed organization.

I am writing this letter to remind you that I have relieved from my duties on 12/01/2021 and I requested for issuance of my experience certificate regarding the same on 21/01/2021. I am attaching my relieving letter along with this letter for your reference.

Kindly, consider this letter as a gentle reminder to provide me with the experience letter. If you wish to contact me, please do not hesitate to contact me at my email theITguy@gmail.com.

Thank you for your valuable time and consideration. I hope to hear from you soon.

Yours faithfully,
ABHISHEK DIWAKAR
theITguy@gmail.com