

Sample no objection letter from current employer for higher study

Company logo/letterhead

Dear Sirs,

No Objection Letter RE: Mr/Miss.....[employee's full name]

This is to confirm that Mr/Miss, employee ID number:, Present address:has been working in our organization as a full-time Administrative Assistant from/...../..... till date at our [work address].....location.

Founded in 2001, we [company name] are a leading tourism and event management company in [country name]. Our operations involve inbound & outbound local, national and international tour packages, hotel reservations, air ticket booking, study tour, business meeting, conference, seminars, holiday, birthday, wedding and honeymoon and other event arrangement and management.

At our organization, Mr/Miss..... [surname]'s duties& responsibilities include:

- I. Planning and scheduling event dates, venues and advise company on resource requirements
- II. Manage customer portfolio, generate repeat sales and get referrals
- III. Design and disseminate new offers to existing & potential customers
- IV. Arrange meetings with corporate clients to retain and renew contract
- V. Handle customer complaints and give resolution to maintain customer satisfaction

Mr/Miss..... [surname]'s has informed us that she has made a plan for higher study in the UK for the September[year] intake and secured her place in[university name]. As she does not have any binding contract with us for any fixed term, we do not have any objection to release her from the position in our organization as soon as she secures her study visa. We will be happy to consider her future employment application if she fulfils the requirements.

Mr/Miss..... [surname] does not owe any money or any other property to our organization. Should you require any further information in relation to this, please do not hesitate to contact us.

Best regards,

.....
Signature