**Date:**

**To**

**[The Recipient Name]  
[Designation]  
[Department/Company Name]**

**Re: Request for Certificate of Separation**

Dear [Name], I hope this letter finds you well. I am writing this letter to make a formal request to you that you grant me a certificate of separation from the organization. My employment at this organization was subject to a one-year contract. As per the official record, my position at the organization must be dissolved on [date]. As the mentioned date has passed and my position has been dissolved, I request a certificate that clearly mentions my separation and the terms and conditions of the hiring.

My time at the organization was amazing. It would not be hyperbole to call it one of the best experiences I have ever had in my professional career. I am sure that this experience will be of wonderful value for my career. I tried my best to work in the best interest of the organization. I met amazing coworkers who make a great team together. My professional skills and communication really improved while working with clients from diverse backgrounds and experiences.

According to the HR Manager, this position has been dissolved, and the organization does not plan to extend the contract. Therefore, I need to apply for other jobs in the market that require my certificate of separation from the organization. The certificate must mention the terms of the contract and mention my position and working responsibilities in detail.

For your convenience, I have attached a copy of my appointment letter with this letter that can be used for the date and record. Please provide me with the certificate of separation, as I have to submit a copy to the federal Department of the board and to the firm I am looking forward to working at. I will be very grateful. Thank you.

Best Regards,

[Name]  
[Signature & Date]