**Date:**

**To**

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

**Re: Request for Certificate of Separation from the Company’s Department of Marketing Engineering and Communication Board**

Dear Mr. [Name],

This letter serves to request a certificate of separation from the company and its department of Marketing Engineering and Communication Board, where I have been working as a Marketing and Communication Assistant (MCA) since 20XX. My employment ends on [date], according to the hiring contract.

I do not wish to extend the contract as I am moving from [name the state] due to [mention the reason]. It is not possible for me to keep working on-site or remotely as an MCA while living in another state. Therefore, I have decided not to avail myself of any extension in the period of my hiring contract.

As I am moving from the state permanently, according to the terms and conditions of the Federal Agency of Migration, I am bound to serve my certificate of separation, intending to confirm the end of my contract and that I am no longer a subject of [Name the Organization]. For this purpose, I need my certificate of separation from the company as soon as possible.

My flight has been booked for [Date], and I have to send the PDF of this certificate to the agency before I depart. In other cases, they will not allow me to migrate. I will be grateful if you do that. I am sure that the company still has my record. If you have any queries, let me know by calling me at [phone number] or sending me an email at [email]. Thank you!

Regards,

[Name]  
[Signature & Date]