**NOC Letter Format for Department Change**

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Ref No. \_\_\_\_\_\_\_\_\_\_\_\_\_

**To Whomsoever It May Concern**

1. This NOC is to verify that Mr \_\_\_\_\_\_\_\_\_\_\_\_\_\_(employee name) has been serving our institution since \_\_\_\_\_ years as a \_\_\_\_\_\_\_\_\_\_\_\_(degeneration). Now he has completed his MBA in human Resource and, he would like to join Human Resource Department because its his field of study. Human Resource department is seeking a person for recruitment.
2. This letter shows that we have complete **no objection** upon change the department. Mr \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ is very hard-working employee and can perform their duties in Human Resource department. We wish him good luck for future.

Yours Sincerely,

(Sign & Stamp)

Line Manager,

Company Name