

Date:

**From:**

Name  
Employee Id  
Designation

Through Proper Channel

**To:**

Respected Sir/Madam,

Sub: NOC for applying outside jobs — reg

I am working as.....since.....I wish to apply for the post  
of.....in the  
organization.....

I therefore request you to issue NOC for applying outside employment. I may be  
relieved as per rules & regulations of the company if selected

Thanking you,

Yours faithfully,

(.....)

Encl: Copy of Advertisement.

DGM/HOD.....