

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

To  
The Dean  
SMIMS

(Through the Head of the Department)

**Sub: Issue of Under Graduate and / or Post Graduate Recognition Letter**

Sir,

I, \_\_\_\_\_ Emp code  
\_\_\_\_\_, working as \_\_\_\_\_ in  
\_\_\_\_\_ Dept, since (DOJ) \_\_ / \_\_ / \_\_\_\_.

My teaching experiences (Assistant Professor onwards) are as under:

From	To	Designation	Institute
		Assistant Professor	

You are requested to kindly issue me the following certificates. (tick whichever is applicable)

1. Under Graduate Teacher Certificate
2. Post Graduate Teacher Certificate

Thanking you

Yours faithfully

\_\_\_\_\_  
\_\_\_\_\_

Signature / Remarks of the HOD: \_\_\_\_\_