Registration no.

Ref. no.	Date	Addressed to

SALARY CERTIFICATE

To whom it may concern, unless addressed above

Employee name	Employee ID	Nationality
Passport, PAN or ID no.	Designation	Date of joining
Employment status	Currency	Purpose

This is to certify that the employee named above is employed with us on a full-time basis and is currently drawing the monthly salary set out below.

Monthly salary

Component	Monthly	Annual
Basic salary		
Housing allowance (HRA)		
Transport or conveyance allowance		
Other allowances		
Gross salary		

Monthly deductions (statutory and loans)	Net salary paid each month	Salary paid into (bank, last 4 digits)

This certificate is issued at the employee's request for the purpose stated above, without any financial liability on the part of the company or its officers. It may be verified by writing to [HR email address], quoting the reference number.

For the company, authorised signatory (name, designation, seal)