

[Your Company Letterhead]

[Date]

[Employee's Name]

[Employee's Address]

[City, State, Zip Code]

Dear [Employee's Name],

Subject: Salary Slip for the Month of [Month and Year]

This letter serves to confirm your salary for the month of [Month and Year]. Below are the details of your salary slip:

\*\*Employee ID:\*\* [Employee ID]

\*\*Position:\*\* [Employee Position]

\*\*Basic Salary:\*\* \$[Basic Salary]

\*\*Allowances:\*\* \$[Allowances]

\*\*Deductions:\*\* \$[Deductions]

\*\*Net Pay:\*\* \$[Net Pay]

Please feel free to reach out to the HR department if you have any questions regarding your salary slip.

Thank you for your hard work and dedication.

Sincerely,

[Your Name]

[Your Position]

[Company Name]

[Contact Information]