

[Company Letterhead]

[Date]

[Employee Name]

[Employee Address]

[City, State, Zip Code]

Dear [Employee Name],

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

We are pleased to provide you with your salary details for the month of [Month/Year]. Please find below the breakdown of your earnings and deductions:

****Earnings****

- Basic Salary: \$[Amount]
- House Rent Allowance: \$[Amount]
- Medical Allowance: \$[Amount]
- Other Allowances: \$[Amount]
- ****Total Earnings: \$[Total Amount]****

****Deductions****

- Tax: \$[Amount]
- Provident Fund: \$[Amount]
- Other Deductions: \$[Amount]
- ****Total Deductions: \$[Total Amount]****

****Net Salary: \$[Net Amount]****

Please ensure to check and retain this slip for your records. If you have any questions, feel free to reach out to the HR department.

Best regards,

[Your Name]

[Your Position]

[Company Name]

[Contact Information]