

[Your Company Letterhead]

[Date]

[Employee's Name]

[Employee's Address]

[City, State, Zip Code]

Subject: Salary Pay Slip for [Month/Year]

Dear [Employee's Name],

This letter is to confirm your salary payment for the month of [Month/Year]. Below are the details of your pay slip:

****Employee Details:****

Employee ID: [Employee ID]

Designation: [Employee Designation]

Department: [Employee Department]

****Salary Breakdown:****

- Basic Salary: \$[Amount]

- Allowances: \$[Amount]

- Deductions: \$[Amount]

- Net Pay: \$[Amount]

****Payment Details:****

Payment Method: [Direct Deposit/Cheque]

Payment Date: [Date]

Should you have any questions regarding your pay slip, please feel free to reach out to the HR department.

Thank you for your continued contributions to [Company Name].

Sincerely,

[Your Name]

[Your Position]

[Company Name]

[Contact Information]

[Company Logo]