

[Your Company's Letterhead]
[Company Name]
[Company Address]
[City, State, Zip Code]
[Phone Number]
[Email Address]
[Date]
[Employee's Name]
[Employee's Address]
[City, State, Zip Code]
Subject: Salary Receipt for Tax Purposes
Dear [Employee's Name],
This letter serves as your official salary receipt for the period of
[Start Date] to [End Date].
Employee Details:
Name: [Employee's Name]
Employee ID: [Employee ID]
Position: [Employee Position]
Salary Details:
Gross Salary: \$[Gross Salary]
Deductions: \$[Deductions]
Net Salary: \$[Net Salary]
Payment Method: [Payment Method]
Date of Payment: [Payment Date]
This document can be used for tax purposes and verification of income.
Please keep this receipt for your records.
If you have any questions or need additional information, feel free to
reach out.
Best regards,
[Your Name]
[Your Position]
[Company Name]