

[Your Company Letterhead]

[Company Name]

[Company Address]

[City, State, Zip Code]

[Phone Number]

[Email Address]

[Date]

[Employee Name]

[Employee Address]

[City, State, Zip Code]

Dear [Employee Name],

Subject: Salary Slip for [Month/Year]

We are pleased to provide you with your salary slip for the period of [Month/Year]. Below are the details of your earnings and deductions for your part-time position:

****Employee Information:****

- Employee ID: [Employee ID]
- Department: [Department Name]
- Position: [Job Title]

****Salary Details:****

- Total Hours Worked: [Number of Hours]
- Hourly Rate: [Hourly Rate]
- Gross Earnings: [Gross Earnings]

****Deductions:****

- Tax Deduction: [Tax Amount]
- Other Deductions: [Other Deductions]
- Total Deductions: [Total Deductions]

****Net Salary:****

- Total Net Salary for [Month/Year]: [Net Salary]

Please review the above details and let us know if you have any questions or require further clarification.

Thank you for your hard work and dedication.

Sincerely,

[Your Name]

[Your Job Title]

[Company Name]