

[Your Company Letterhead]

[Date]

[Recipient Name]

[Recipient Position]

[Company/Organization Name]

[Address]

[City, State, Zip Code]

Subject: Salary Statement for Audit

Dear [Recipient Name],

This letter serves as the official salary statement for [Employee Name], who is employed with [Company Name] in the position of [Employee Position]. The details provided are pertaining to the period of [Start Date] to [End Date].

**\*\*Employee Information:\*\***

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

- **\*\*Department:\*\*** [Employee Department]

- **\*\*Employment Status:\*\*** [Full-time/Part-time/Contract]

**\*\*Salary Breakdown:\*\***

- **\*\*Base Salary:\*\*** \$[Base Salary]

- **\*\*Bonus/Commission:\*\*** \$[Bonus/Commission Amount]

- **\*\*Deductions:\*\*** \$[Total Deductions]

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

**\*\*Payment Frequency:\*\*** [Monthly/Bi-weekly/Weekly]

**\*\*Payment Method:\*\*** [Check/Direct Deposit]

Please feel free to contact me at [Your Phone Number] or [Your Email] should you require any additional information or clarification.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Position]

[Company Name]

[Phone Number]

[Email Address]