

[Your Company Letterhead]

[Date]

[Employee's Name]

[Employee's Address]

[City, State, Zip Code]

To Whom It May Concern,

This is to certify that [Employee's Name], holding the position of [Job Title] with [Company Name], has been employed with us since [Start Date]. As of the date of this letter, the employee's current salary details are as follows:

- \*\*Base Salary:\*\* [Amount]
- \*\*Allowances:\*\* [Amount]
- \*\*Bonuses (if applicable):\*\* [Amount]
- \*\*Total Monthly Salary:\*\* [Total Amount]

This salary certificate is issued upon the employee's request for whatever purpose it may serve them.

Should you have any further questions or require additional information, please feel free to contact our office at [Company Phone Number] or [Company Email Address].

Sincerely,

[Your Name]

[Your Position]

[Company Name]

[Company Address]

[City, State, Zip Code]

[Company Phone Number]

[Company Email Address]