

[Your Company's Letterhead]

[Date]

To Whom It May Concern,

This is to certify that [Employee's Full Name], holding the position of [Employee's Position] with [Company Name], has been employed with us since [Employee's Start Date].

The employee has a monthly salary of [Salary Amount] and receives additional benefits such as [List any additional benefits, if applicable].

This certificate has been issued at the request of the employee for the purpose of [state purpose, e.g., applying for a loan, opening a bank account, etc.].

Should you require any further information, please feel free to contact our HR department at [HR Contact Number] or [HR Email].

Thank you.

Sincerely,

[Your Name]

[Your Position]

[Company Name]

[Company Address]

[Company Contact Number]

[Company Email]