

[Your Company Letterhead]

[Company Name]

[Company Address]

[City, State, Zip Code]

[Phone Number]

[Email Address]

[Date]

To Whom It May Concern,

Subject: Salary Certificate

This is to certify that [Employee Name], holding the position of [Job Title] with employee ID [Employee ID], has been employed with [Company Name] since [Date of Joining].

The details of their salary are as follows:

- Basic Salary: [Amount]

- Allowances: [Amount]

- Deductions: [Amount]

- Net Salary: [Amount]

This certificate is issued at the request of the employee for the purpose of [mention the purpose such as loan application, visa process, etc.].

Should you require any further information, please feel free to contact us.

Sincerely,

[Authorized Signatory Name]

[Designation]

[Company Name]

[Company Seal/Stamp]