

[Your Company's Letterhead]

[Date]

To Whom It May Concern,

This is to certify that [Employee's Name], son/daughter of [Parent's Name], is employed with [Company's Name] as [Employee's Designation] since [Date of Joining].

As per our records, the details of [Employee's Name] are as follows:

- ****Employee ID****: [Employee ID]
- ****Department****: [Department Name]
- ****Basic Salary****: [Basic Salary]
- ****Gross Salary****: [Gross Salary]
- ****Other Benefits****: [List any additional benefits, if applicable]

[Employee's Name] is a valued employee of our organization. He/She draws a monthly salary of [Amount in Words] ([Amount in Numbers]) and is receiving his/her salary through [Mode of Payment, e.g., bank transfer]. This certificate is issued upon the request of [Employee's Name] for the purpose of applying for a personal loan.

For any further information, please feel free to contact us at [Company's Phone Number] or [Company's Email Address].

Thank you.

Sincerely,

[Your Name]

[Your Designation]

[Company's Name]

[Company's Address]

[Company's Phone Number]

[Company's Email Address]