

[Your Company's Letterhead]

[Date]

[Recipient's Name]

[Recipient's Address]

[City, State, Zip Code]

Subject: Salary Certificate

To Whom It May Concern,

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

Employee ID: [Employee ID]

Department: [Employee's Department]

As of the date of this certificate, [Employee's Name] earns a gross monthly salary of [Amount] and receives additional benefits that include [list any additional benefits, if applicable].

This certificate is issued upon the employee's request for the purpose of [state reason, e.g., loan application, rental agreement, etc.].

We confirm that the above information is true and accurate to the best of our knowledge.

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

Sincerely,

[Your Name]

[Your Job Title]

[Company's Name]

[Company's Address]

[City, State, Zip Code]

[Contact Information]