

[Your Company Letterhead]

[Date]

To Whom It May Concern,

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

The following are the details of their salary:

- Basic Salary: [Amount]
- Allowances: [Amount]
- Bonuses: [Amount]
- Deductions: [Amount]
- Net Salary: [Amount]

This certificate is issued upon the request of the employee for the purpose of [reason for certificate, e.g., applying for a loan, visa processing, etc.].

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

Sincerely,

[Your Name]

[Your Position]

[Company Name]

[Company Address]

[Company Phone Number]

[Company Email]

Sample Details:

[Your Company Letterhead]

October 15, 2023

To Whom It May Concern,

This is to certify that John Doe, holding the position of Senior Software Engineer in the IT Department, has been employed with Tech Innovations Inc. since January 10, 2020.

The following are the details of their salary:

- Basic Salary: \$70,000 per annum
- Allowances: \$5,000 per annum
- Bonuses: \$2,000 per annum
- Deductions: \$1,000 per annum
- Net Salary: \$76,000 per annum

This certificate is issued upon the request of the employee for the purpose of applying for a loan.

For any further information or verification, please feel free to contact us at (123) 456-7890 or hr@techinnovations.com.

Sincerely,

Jane Smith

HR Manager

Tech Innovations Inc.

123 Tech Lane, Suite 100

Tech City, TC 12345

(123) 456-7890

hr@techinnovations.com