

[Your Company Letterhead]

[Company Name]

[Company Address]

[City, State, Zip Code]

[Phone Number]

[Email Address]

[Date]

[Employee's Name]

[Employee's Address]

[City, State, Zip Code]

Subject: Salary Certificate for Tax Purposes

To Whom It May Concern,

This is to certify that [Employee's Name], holding the position of [Employee's Position], has been employed with [Company Name] since [Employment Start Date]. During this period, the employee has been receiving a monthly salary of [Salary Amount] before deductions.

The details of the salary structure are as follows:

- Basic Salary: [Basic Salary Amount]
- Allowances: [Details of Allowances]
- Deductions: [Details of Deductions]

The gross annual salary is [Gross Annual Salary Amount].

This certificate is issued upon the request of the employee for the purpose of filing their income tax returns.

If you have any further questions or require additional information, please feel free to contact us at the above-mentioned contact details.

Sincerely,

[Your Name]

[Your Position]

[Company Name]

[Company Seal/Signature]