[Your Company Letterhead]
[Date]
[Employee's Name]
[Employee's Address]
[City, State, Zip Code]
Subject: Salary Certificate
To Whom It May Concern,
This is to certify that [Employee's Name], son/daughter of [Parent's Name], is employed with [Company Name] since [Joining Date] as a [Job Title].
As of [Date], the details of the employee's salary are as follows:
- Basic Salary: [Amount]
- Allowances: [Amount]
- Deductions: [Amount]
- Net Salary: [Amount]
This certificate is issued upon the request of the employee for whatever purpose it may serve.
For [Company Name],
[Authorized Signatory]
[Name]
[Designation]
[Contact Information]
[Company Seal]