

[Your Company Letterhead]

[Your Company Name]

[Company Address]

[City, State, Zip Code]

[Phone Number]

[Email Address]

[Date]

[Recipient Name]

[Recipient Position]

[Recipient Company/Organization]

[Recipient Address]

[City, State, Zip Code]

Subject: Income Certificate for Employee Benefits

Dear [Recipient Name],

This is to certify that [Employee Name], holding the position of [Employee Position] with [Your Company Name], has been an employee since [Employment Start Date].

As of [Date], the employee's annual income is [Employee Annual Income]. This income is inclusive of all allowances and benefits provided by the company.

This certificate is being issued upon the employee's request for the purpose of [Specify Purpose, e.g., applying for a loan, availing employee benefits, etc.].

Should you require any further information, please feel free to contact us.

Thank you.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]