

[YOUR NAME / COMPANY NAME]

[Address Line 1] · [Address Line 2]

[Phone] · [Email]

[DATE]

The Manager

[BANK NAME]

[BRANCH NAME, CITY]

Subject: Salary Certificate — [EMPLOYEE FULL NAME]

Dear Sir or Madam,

This is to certify that [EMPLOYEE FULL NAME], [NATIONALITY], holder of passport number [PASSPORT NUMBER] and [EMIRATES ID / IQAMA / CIVIL ID] number [ID NUMBER], has been employed with [COMPANY NAME] since [JOINING DATE] and currently holds the position of [JOB TITLE] on an [unlimited / limited] contract.

The employee's current monthly salary is as follows: Basic salary: [AMOUNT]. Housing allowance: [AMOUNT]. Transport allowance: [AMOUNT]. Other allowances: [AMOUNT]. Total gross monthly salary: [TOTAL] ([TOTAL IN WORDS]). The salary is transferred monthly to the employee's account with [CURRENT BANK, if relevant].

This certificate is issued at the employee's request specifically for submission to [BANK NAME] for the purpose of [LOAN / CREDIT CARD / ACCOUNT OPENING], and carries no financial liability or guarantee on the part of [COMPANY NAME].

For verification, please contact our HR department at [PHONE / EMAIL].

Yours faithfully,

[Authorised Signatory Name]

[Designation], [Company Name]

[Company Stamp]