

[YOUR NAME / COMPANY NAME]

[Address Line 1] · [Address Line 2]

[Phone] · [Email]

[DATE]

Subject: Salary Certificate

To Whom It May Concern,

This is to certify that [EMPLOYEE FULL NAME], [NATIONALITY], holder of passport/ID number [NUMBER], is employed with [COMPANY NAME] as [JOB TITLE] since [JOINING DATE].

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 AMOUNT] ([AMOUNT IN WORDS]).

This certificate is issued upon the request of the employee for [PURPOSE — e.g. submission to a bank] without any liability on the part of [COMPANY NAME].

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

Yours faithfully,

[Authorised Signatory Name]

[Title], [Company Name]

[Company Stamp]