

[YOUR NAME / COMPANY NAME]

[Address Line 1] · [Address Line 2]

[Phone] · [Email]

[DATE]

The Branch Manager

[BANK NAME]

[BRANCH, CITY]

Subject: Salary Transfer — [EMPLOYEE FULL NAME], Account No. [ACCOUNT NUMBER]

Dear Sir or Madam,

This is to confirm that [EMPLOYEE FULL NAME], [NATIONALITY], holder of passport number [PASSPORT NUMBER] and [ID TYPE] number [ID NUMBER], is a permanent employee of [COMPANY NAME], working as [JOB TITLE] since [JOINING DATE].

The employee's total monthly salary is [AMOUNT AND CURRENCY] ([AMOUNT IN WORDS]), comprising basic salary of [AMOUNT] and allowances of [AMOUNT]. We confirm that, effective [DATE], the employee's monthly salary will be transferred to account number [ACCOUNT NUMBER] / IBAN [IBAN] held with your bank.

We undertake to continue transferring the salary to the above account and to notify the bank in writing in the event of the employee's resignation, termination or end of service, before releasing any end-of-service benefits.

This letter is issued at the employee's request for bank purposes only and does not constitute a guarantee of the employee's personal obligations. For verification, contact [HR / PAYROLL CONTACT] at [PHONE / EMAIL].

Yours faithfully,

[Authorised Signatory Name]

[Designation], [Company Name]

[Company Stamp]