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To whom it may concern

This is to certify that Mr. /Miss/Ms. [Name Here] employee ID [Number] is working with our reputed company as an [Designation]. He/she has been working with us since (date) and proved to be a very dedicated resource who has been very loyal to the company.

We are issuing this letter on the request of our employee and do not hold any liability on behalf of this letter or part of this letter on our company.

His salary particulars are given below:

|  |  |  |
| --- | --- | --- |
| Basic |  | $14,000.00 |
| House Rent Allowance |  | $5,500.00 |
| Conveyance |  | $800.00 |
| Dearness Allowance |  | $2,285.00 |
| Overtime |  | $1,365.00 |
| Other |  | $200.00 |
|  |  |  |
|  |  |  |
|  | SUBTOTAL | $24,150.00 |
| Employee State Insurance | | $560.00 |
| Provident Fund |  | $350.00 |
| Professional Tax |  | 4% |
|  |  |  |
|  | **Net Salary** | **$23,230.34** |

Manager



Date: October 21, 2019

COMPANY NAME

INCOME VERIFICATION FORM

Location, City, State, Zip code

info@company.com

00 111-654-7890