**[Company Name]**

**Address**: [Insert Address]  
**Phone**: [Insert Phone Number]  
**Email**: [Insert Email Address]

**Employee Details**

|  |  |  |  |
| --- | --- | --- | --- |
| Employee Name: | [Insert Name] | Employee ID: | [ID] |
| Designation: | [Designation] | Department: | [Department] |
| Date of Joining: | [Date] | Contact Number: | [Contact] |
| Email Address: | [Email] | | |

**Request Details**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Purpose of Salary Certificate: | ☐ Loan Application | | ☐ Visa Processing | | ☐ Rental Agreement | |
| ☐ Personal Record | | ☐ Other (Specify): | |  | |
| **Period Covered in Certificate**: | Start Date: | [Date] | | End Date: | | [Date] |
| **Mode of Delivery:** | ☐ Collect in Person | | ☐ Email to: | | ☐ Courier to: | |

**Declaration**

I hereby confirm that the information provided above is accurate and that I require the salary certificate for the stated purpose. I understand that the certificate will be issued based on company policies and processing timelines.

|  |  |  |  |
| --- | --- | --- | --- |
| Employee Signature: |  | Date: |  |

**For HR/Finance Use Only**

|  |  |  |  |
| --- | --- | --- | --- |
| Request Received On: | [Date] | Request Processed by: | [Name] |
| Certificate Issued On: | [Date] | Issued by: | [Name] |
| Remarks: |  | | |