

**To Whom It May Concern**

This is to certify that Mr. /Miss/Ms. (name) 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 |
|  |  |  |
|  | Net Salary | $23,230.34 |

DATE: [INSERT DATE] & Signature:

**SALARY CERTIFICATE**