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|  | YOUR COMPANY SLOGAN HERE |

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| Company Name  Phone: 555 555 0125  E-mail: E-mail address  wordexceltemplates.com |

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| Your Name Here Company Name Street Address  City, ST ZIP Code | Recipient Name Here Title, Company Street Address  City, ST ZIP Code |

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| 20th December 2019 |
| 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 Mr./Miss/Ms. (name) 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** | |

