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| --- | --- | --- |
| |  |  | | --- | --- | |  | YOUR COMPANY SLOGAN HERE | |

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** |

Manager



**5432 Any Street West, Townsville, State 54321**

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**wordexceltemplates.com**