|  |  |
| --- | --- |
|  | Street Address, City, ST ZIP Code  Telephone  Email  wordexceltemplates.com |

Date

**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.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| 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 | |

Manager

