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| --- |
| [Street Address, City, ST ZIP Code]  [Telephone]  [Email]  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.  His/her 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 | |

Manager



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