[Company Name]

**[**Street Address, City, ST ZIP Code]

[Phone]

[Email]

**[**Website]

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.

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 |

Manager



wordexceltemplates.com