**[Company Name]**  
[Company Address] [City, State, ZIP Code] [Contact Number] [Email Address]

**Salary Certificate**

**Date:** \_\_\_\_ / \_\_\_\_ / \_\_\_\_\_\_ (DD/MM/YYYY)

To Whom It May Concern,

This is to certify that Mr. /Ms. [Employee Name], holding the position of [Employee Position] in our organization, is a permanent employee with us since [Joining Date].

Below are the details of his/her salary:

**Employee Details:**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Name: | | [Employee Name Here] | | | | |
| Employee ID: | [ID] | | Department: | [Department] | Position: | [Position] |

**Salary Details (per month):**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| Basic Salary: | $[amount] | | House Rent Allowance: | $[amount] | Conveyance Allowance: | | $[amount] |
| Medical Allowance: | $[amount] | | Special Allowance: | $[amount] | Other Allowances (if any): | | $[amount] |
| ***Gross Salary:*** | | ***$[Amount]*** | | ***[Amount in Words]*** | | | |
| Deductions: | | | | | | | |
| Provident Fund (PF): | | $[amount] | | Professional Tax (PT): | | $[amount] | |
| Other Deductions (if any): | | $[amount] | | Total Deductions: | | $[amount] | |
| ***Net Salary:*** | | ***$[Amount]*** | | ***[Amount in Words]*** | | ***Gross Salary:*** | |

**Additional Information:**

|  |  |  |  |
| --- | --- | --- | --- |
| Date of Joining: | (DD/MM/YYYY) | Employee Status: | [Contract/Permanent] |
| Bank Account No. |  | Bank Name & Branch: |  |

This certificate is issued upon the request of the employee for the purpose of [Reason for Issuance, e.g., loan application, visa processing, etc.]. If you have any questions or need further information, please feel free to contact us.

**Authorized Signatory:**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Name: | | [Name] | | | | |
| Designation |  | | Signature: |  | Company Seal: |  |

**[Company Name]**