

Salary Certificate Format

[Your Company Name]

[Company Address]

Phone: [Company Contact Number]

Email: [Company Email Address]

Date: [Issue Date]

To Whom It May Concern,

This is to certify that Mr./Ms. [Employee's Full Name], residing at [Employee's Address], has been employed with [Company Name] as a [Job Title/Designation] since [Date of Joining]. Currently, their employment status is [Permanent/Contractual/Temporary].

The details of their monthly salary are as follows:

Basic Salary: [Amount]

House Rent Allowance (HRA): [Amount]

Conveyance Allowance: [Amount]

Other Allowances: [Amount]

Gross Monthly Salary: [Total Amount]

Deductions: [Amount] (if applicable)

Net Monthly Salary: [Total Amount]

This certificate is issued upon the employee's request for the purpose of [specify reason if necessary].

Should you require any further information, please feel free to contact us.

Thank you.

Sincerely,

[Authorized Signatory Name]

[Designation]

[Company Name]

[Signature]