

# Employee Salary Declaration Letter

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Date: \_\_\_\_\_

To Whom It May Concern,

This is to certify that the following employee is working with **Company Name** :  
\_\_\_\_\_ and his/her salary details are as follows:

**Employee Name** : \_\_\_\_\_  
**Designation** : \_\_\_\_\_  
**Employee ID** : \_\_\_\_\_  
**Department** : \_\_\_\_\_  
**Date of Joining** : \_\_\_\_\_

## Salary Details:

**Gross Monthly Salary** : â,¹ \_\_\_\_\_  
**Annual CTC** : â,¹ \_\_\_\_\_  
**Other Benefits** : \_\_\_\_\_

This declaration is issued upon employee's request for the purpose of official reference and record. The information provided above is accurate as per our records as of the date of issue.

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Authorized Signatory  
(Name & Designation)

## Important Notes:

- This letter is issued only upon employee's formal request and for valid official purposes.
- Salary mentioned is based on records as of the issue date; any changes will not reflect here.
- This letter does not serve as an employment contract or offer letter.
- Company reserves the right to verify and amend the details if required.