

Salary Certificate

To Whom It May Concern,

Date: _____

This is to certify that **Mr./Ms.** _____, holding Employee ID _____, is employed with us as a _____ in the _____ Department since _____.

His/her monthly salary details are as follows:

Basic Salary : _____

House Rent Allowance (HRA) : _____

Conveyance Allowance : _____

Other Allowances : _____

Total Gross Salary : _____

Deductions (if any) : _____

Net Salary Paid : _____

This certificate is being issued upon the request of the employee for whatever purpose it may serve him/her best.

Authorized Signatory
Designation: _____
Company Stamp: _____

Important Notes:

- This certificate is issued based on current records and does not serve as a guarantee of future employment.
- Salary components and figures mentioned are subject to official company records and statutory deductions.
- The certificate is valid only when signed and stamped by the authorized signatory.
- Any alteration or misuse of the certificate will render it invalid.
- Contact the HR department for any further verification or clarifications.