

Salary Certificate

Company Name Pvt. Ltd.
123, Business Avenue, City, State, ZIP
Phone: (123) 456-7890 | Email: hr@company.com

Date: 10 June 2024

To Whomsoever It May Concern

This is to certify that **Mr. John Doe**, holding employee ID **EMP12345**, has been employed with **Company Name Pvt. Ltd.** as a **Software Engineer** since **1st January 2022**.

Salary Details

Basic Salary	:	\$3,000 per month
House Rent Allowance (HRA)	:	\$1,200 per month
Conveyance Allowance	:	\$300 per month
Other Allowances	:	\$500 per month
Gross Monthly Salary	:	\$5,000 per month
Annual CTC	:	\$60,000

This certificate is being issued at the request of the employee for whatever purpose it may serve.

For, Company Name Pvt. Ltd.

(Authorized Signatory)

Important Notes:

- This document serves as a formal proof of employment and salary details.
- It is issued solely on the request of the employee and for their use.
- Alteration, forgery or misuse of this certificate is strictly prohibited and punishable by law.
- For verification or further queries, please contact the HR department.