

Salary Statement Email Format

From: hr@company.com
To: employee@domain.com
Subject: Salary Statement for June 2024

Dear [Employee Name],

Please find below your salary statement for the month of June 2024.

Component	Amount (INR)
Basic Salary	30,000
House Rent Allowance (HRA)	12,000
Conveyance Allowance	2,000
Special Allowance	3,500
Provident Fund (PF) Deduction	-3,600
Professional Tax	-200
Net Salary	43,700

Should you have any queries regarding your salary statement, feel free to contact the HR department.

Regards,
HR Department
[Company Name]

- This statement is for informational purposes and should be kept confidential.
- Verify all details, and report discrepancies immediately to HR.
- Salary components and deductions may vary based on company policy and statutory requirements.
- Net salary is transferred to the bank account provided by the employee.
- This document is not valid as a legal proof of income for loan or visa processing; request a formal salary certificate if required.