

Service Certificate for Loan Application

[Company Letterhead]

EMPLOYMENT AND SALARY CERTIFICATE

Date: [Date]

To: [Bank Name/Financial Institution]

[Branch Address]

Subject: Employment and Income Verification for [Employee Name]

Dear Sir/Madam,

This letter certifies the employment and income details of Mr./Ms. [Employee Full Name],
[ID/Employee Number: Number], currently employed with [Company Name].

Employment Information:

- Current Position: [Job Title]
- Date of Joining: [Start Date]
- Employment Type: [Permanent/Contract/Probation]
- Current Department: [Department Name]

Compensation Details:

- Basic Salary: [Currency] [Amount] per month
- Allowances: [Currency] [Amount] per month
- Gross Monthly Income: [Currency] [Amount]
- Annual Gross Income: [Currency] [Amount]

Mr./Ms. [Employee Name] has been a reliable employee with stable income. To our knowledge, they have no pending disciplinary actions and their employment status is secure.

This certificate is issued for the purpose of [loan/mortgage/financial] application and is valid for [time period, typically 3-6 months] from the date of issue.

Should you require any additional information or verification, please feel free to contact our HR Department.

Thank you.

Yours faithfully,

[Authorized Signatory Name]

[Designation]

[HR/Finance Department]

[Company Name]

[Phone Number]

[Email Address]

[Company Seal]

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