

Salary Certificate Letter

[Date]

Dear [Employee Name]

This is to certify that [Title] [Employee's Full Name], Employee ID: [Employee ID], [Nationality] National holding Passport No:[Passport Number] is employed with the [Business Unit Name] as [Job Title] since [Month of Joining] [Date of Joining] [Year] till date. [He/She] is drawing a monthly salary of [Monthly Gross Salary] (AED [salary amount in words] only).

This certificate is issued on [his/her] request for [specific reason for issuance of the certificate], without any legal or financial responsibility or liability on our part.

This letter is valid for one month from the date of issue.

Manager " HR