

Formal salary certificate letter

Subject: Salary Certificate Request Fulfillment

Dear [Recipient's Name],

This is to certify that Mr./Ms. [Employee's Full Name], holder of Employee ID [Employee ID], has been employed with [Company Name] since [Joining Date] and is currently working as [Job Title].

His/Her monthly gross salary is [Amount in local currency], which includes a basic salary of [Amount], housing allowance of [Amount], transportation allowance of [Amount], and other applicable benefits. The net payable salary after deductions amounts to [Amount].

This certificate has been issued upon the employee's request for [purpose, e.g., loan application, visa processing, rental agreement].

Sincerely,

[Authorized Person's Full Name]

[Position]

[Company Seal/Signature]

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