

Salary certificate letter for employee's personal use

Subject: Salary Certificate

Dear Sir/Madam,

This is to certify that Mr./Ms. [Employee's Full Name] has been employed in [Company Name] since [Date]. He/She is currently working as [Designation] and is drawing a monthly gross salary of [Amount].

This certificate has been issued upon the employee's request for personal record purposes.

Yours sincerely,

[Authorized Signature]

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