

Provisional salary certificate letter

Subject: Provisional Salary Certificate

Dear [Recipient's Name],

This is a provisional salary certificate issued to confirm that Mr./Ms. [Employee's Name], employed with [Company Name] since [Joining Date], currently holds the position of [Designation].

As per our latest payroll records, the employee receives a monthly gross salary of [Amount], which includes allowances and benefits. Final figures may vary upon the issuance of the official salary slip or audited confirmation.

This provisional certificate is provided solely based on internal payroll data at the employee's request.

Best regards,

[HR Representative Name]

[Title]

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