

Standard formal salary confirmation letter

Subject: Salary Confirmation for [Employee Name]

Dear [Recipient's Name],

This is to formally confirm that [Employee Name], holding the position of [Designation] at [Company Name], has a monthly/annual salary of [Amount].

The above information is provided upon the employee's request for official purposes and is accurate as per our records.

Please contact the HR department at [Email/Phone] for any further verification.

Sincerely,

[HR Manager Name]

[Designation]

[Company Name]

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