

Official corporate salary confirmation letter

Subject: Official Salary Confirmation “ [Employee Name]

Dear [Recipient's Name],

This is to officially confirm that [Employee Name], employed with [Company Name] as [Designation], receives a monthly/annual salary of [Amount].

This letter is issued for any official purpose where proof of salary is required. All information provided herein is accurate as per company records.

Sincerely,

[HR Manager Name]

[Designation]

[Company Name]

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