



# Company Name

Address:

Phone #: 555-555-5555

Fax #: 555-555-5555

www.websiteaddress.com

## TO WHOM IT MAY CONCERN:

This is to certify that Mr. \_\_\_\_\_ s/o \_\_\_\_\_ is employed with [Company Name] (Pvt.) Ltd since [DD/MM/YYYY]. He is a permanent employee of the company and serving as [Write here designation of employee]. Currently he is drawing his salary as per following breakup:

Salary Structure	
Basic Pay	\$(amount)
House Rent	\$(amount)
Conveyance Allowance	\$(amount)
Gross Salary (SRN)	\$(amount)
Deductions	
Income Tax	\$(amount)
E.O.I.B	\$(amount)
Total	\$(amount)
Net Payable Salary	\$(amount)

This certificate is issued to him on his specific request.

## HR Department

[Company Name here] Pvt. Ltd

**Address:**

**Phone #:**

www.aftemplates.com

**Dated:** [DD/MM/YYYY]