

To,

Payroll function

SAP Labs India Pvt Ltd.,

#138, EPIP, Whitefield,

Bangalore – 560 066

This is to declare that the below mentioned person is staying at our PG/
Guesthouse since _____.

This declaration is issued at the request of Mr./Ms. _____.

Date:

I – Number :

Name of the Employee :

Signature of the PG/Guesthouse Owner

Name & Address:

Note: This form is applicable for employees who are paying rent more than INR 10,000/- per month only.