

# HR Letter Form

[Company Logo]

Company Name: Money Fellows  
15 Emtedad Ramses Street  
Cairo, 11823  
+201000642254  
info@moneyfellow.com  
<https://moneyfellows.com>

**Date: 20/10/2024**

To,  
Central Bank  
Downtown  
11th downtown, cairo  
Cairo, 11823

**Subject: HR letter**

## **Employee Details:**

- Employee ID: 276281
- Department: Engineering
- Position: Software Engineer
- Date of Joining: 1/8/2023

## **Letter Content:**

Dear Sir/Madam,

Dear Sir/Madam,

This letter is to confirm that **[Employee Name]** (Employee ID: 276281) has been employed with **Money Fellows** as a **Software Engineer** in the **Engineering Department** since **1st August**

**2023.**

We hereby confirm that the employee holds a **permanent full-time** position. As of the date of this letter, their salary details are as follows:

- **Gross Salary:** 30,000 EGP/month
- **Net Salary:** 24,000 EGP/month

The gross salary includes all allowances, benefits, and bonuses before any deductions such as taxes and social insurance contributions. The net salary is the amount received after these deductions.

This document is provided for employment verification and salary confirmation as requested by the **Central Bank of Egypt**. Please feel free to contact our HR department for any additional information or further clarification.

### **Action Required (if applicable):**

No immediate action is required from the employee at this moment. If further verification is needed, please feel free to reach out to our HR department through the contact details listed below.

### **Additional Information (if applicable):**

The employee's performance evaluations have been consistently positive, and the company highly values their contributions. If there are any policy updates, bank instructions, or additional forms required for further employment verification, please let us know.

### **Acknowledgment by Employee (if required):**

I, [Employee Name], acknowledge the receipt and understand the contents of this letter.

**Signature:** \_\_\_\_\_

**Date:** [Date]

### **For Company Use:**

Authorized Signatory: \_\_\_\_\_

Position: [Position of the Signatory]

Date: [Date]

## **Contact Information for Further Queries:**

**[Name of HR Contact]**

HR Manager

Phone: +201000642254

Email: [hr@moneyfellow.com](mailto:hr@moneyfellow.com)