# Dear Sirs,

This is to certify that Mr./Mrs. **{employee\_name}** is working with us since xxxxxxx as xxxxxxxx and drawing a monthly salary of AED xxxxxx inclusive of allowances.

We confirm that his/her monthly salary will be tranferred for the credit of his/her A/c No xxxxxxxx with yourselves effective from xxxxxxx and undertake not to transfer the salary to any other bank unless he/she produces a clearance letter from you.

In case of his/her resignation we will inform you accordingly and will transfer his/her gratuity and final settlement of his/her dues for his/her account with your bank.

Please note that this letter does not constitute a guarantee on our part towards repayment of loan/over draft/credit card.

Yours Faithfully.

Signature:

{%signature}

Name: **{full\_name}**

Date:{sign\_date}