

Date:

Ref:

To:

Sub: **SALARY TRANSFER LETTER**

This is to certify that the following is an employee of CITISCAPE LLC. We confirm that his/her monthly salary will be transferred for the credit to his/her account with your bank and undertake not to transfer the salary to any other bank unless he/she produces a clearance letter from you.

Name:

Nationality:

Position:

Monthly Salary: **AED** **including allowances**

Working with us since:

IBAN No:

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

Please note that this letter is only issued upon the request of the above-mentioned employee and does not, in no way and under no circumstances, constitute any financial responsibility, guarantee and/or liability towards repayment of any loan amount(s) to you from our part i.e. **CITISCAPE LLC.**

Yours faithfully,

Yahya Mohamed Ali Rashid
Human Resources Manager