

SALARY CERTIFICATE

To whom it may concern

This is to certify that Mr. /Miss/Ms. (name) _____ employee ID _____ is working with our [company Name] as an _____ (designation). He/she has been working with us since (date) and proved to be a very dedicated resource who has been very loyal to the company.

We are issuing this letter on the request of our employee and do not hold any liability on behalf of this letter or part of this letter on our company.

His salary particulars are given below:

Basic	Rs. 24,000
House Rent Allowance	Rs. 9,000
Conveyance	Rs. 1100
Dearness Allowance	Rs. 6,000
Overtime	Rs. 2000
Other	Rs. 800

Gross Salary	42,9000
Employee State Insurance	Rs. 1400
Provident Fund	Rs. 1850
Professional Tax	Rs. 900
Net Salary	Rs. 38,750

Manager Signature

Place:

Date:
