

SALARY CERTIFICATE

Company Name: TechCorp Solutions Inc.
Company Address: 789 Innovation Drive, Seattle, WA 98101
Company Registration Number: WA-2018-0048392
Employee Name: John Doe
Employee ID: TC-2021-04827
Date of Issue: 01/12/2025
Certificate Number: SC-2025-098474

EMPLOYMENT DETAILS

Item	Details
Employee Name	John Doe
Employee ID	TC-2021-04827
Designation	Senior Software Engineer
Department	Software Development
Date of Joining	15/09/2021
Employment Status	Full-Time Permanent
Employment Period	15/09/2021 – Present
Years of Service	4 years 2 months (as of 01/12/2025)
Reporting Manager	Robert Chen, Engineering Manager

SALARY INFORMATION

Monthly Salary (as of November 2025)

Component	Amount	Frequency
Base Salary	\$4,200.00	Monthly
Dearness Allowance (DA)	\$420.00	Monthly
House Rent Allowance (HRA)	\$630.00	Monthly
Conveyance Allowance	\$200.00	Monthly
Medical Allowance	\$150.00	Monthly
Other Allowances	\$150.00	Monthly
Gross Salary (Before Deductions)	\$5,750.00	Monthly

Deductions

Component	Amount	Frequency
Federal Income Tax (FIT)	\$687.00	Monthly
Social Security (FICA)	\$440.13	Monthly
Medicare (FICA)	\$103.13	Monthly
Health Insurance Premium	\$250.00	Monthly

Component	Amount	Frequency
Retirement Plan (401k)	\$350.00	Monthly
Total Deductions	\$1,830.26	Monthly

Net Salary

Item	Amount
Gross Salary	\$5,750.00
Total Deductions	-\$1,830.26
Net Take-Home Salary	\$3,919.74

ANNUAL SALARY

Item	Amount
Annual Base Salary	\$50,400.00
Annual Gross Salary (with allowances)	\$69,000.00
Annual Deductions	-\$21,963.12
Annual Net Salary	\$47,036.88

ANNUAL BONUSES & INCENTIVES

Benefit	Amount	Frequency
Performance Bonus	\$8,500.00	Annual (Contingent on performance review)
Festival/Holiday Bonus	\$2,500.00	Annually (December)
Referral Bonus	Variable	As applicable
Project Completion Bonus	Variable	As applicable

LEAVE ENTITLEMENTS (Annual)

Leave Type	Days	Carryover	Usage in 2025
Paid Time Off (PTO)	20 days	5 days	12 days
Sick Leave	10 days	0 days	2 days
Casual Leave	5 days	0 days	3 days
Maternity/Paternity Leave	As per policy	—	Not used
Unpaid Leave	As approved	—	0 days

Total Leave Balance Available: 8 days (PTO) + 8 days (Sick) + 2 days (Casual)

BENEFITS & ALLOWANCES

Health & Insurance

Benefit	Coverage	Provided By
Health Insurance	Comprehensive (Self + Family)	UnitedHealthcare
Dental Insurance	Basic + Major	Cigna Dental
Vision Insurance	Eye exams + Eyewear	VSP Vision Care
Life Insurance	2x Annual Salary	MetLife
Disability Insurance	60% of salary (LTD/STD)	Unum

Retirement & Financial

Benefit	Details
401(k) Plan	Company matches 50% of first 6% contribution (up to 3% match)
Employer Contribution	2025 YTD: \$2,100.00
Stock Options	500 options vested (granted 2021)
Employee Stock Purchase Plan	15% discount available

Other Benefits

Benefit	Details
Gym Membership	\$50/month reimbursement

Benefit	Details
Professional Development	\$1,500/year training budget
Flexible Work Arrangement	3 days work-from-home permitted
Commuter Benefits	Transit pre-tax deductions available
Parental Leave	12 weeks paid (for qualifying events)

WORK HISTORY AT TECHCORP

Period	Position	Department	Salary
15/09/2021 – 30/06/2022	Software Engineer I	Development	\$3,800/month
01/07/2022 – 31/12/2023	Software Engineer II	Development	\$4,200/month
01/01/2024 – Present	Senior Software Engineer	Development	\$5,750/month

Salary Increments:

- 2022: 10% (promotion to SE II)
- 2023: 5% (annual increment)
- 2024: 8% (promotion to Senior SE)

PERFORMANCE RATING

Year	Rating	Bonus Received	Comments
2022	Exceeds Expectations	\$6,000	Strong technical contributions
2023	Exceeds Expectations	\$7,500	Leadership in project delivery
2024	Exceeds Expectations	\$8,500	Team lead responsibilities

INCOME TAX FILING STATUS

Item	Details
Federal Tax Identification	Social Security Number (on file with HR)
Filing Status	Single
Withholding Elections	Standard
State Tax Withholding	Washington (no state income tax)
2024 W-2 Issued	Yes, on 01/31/2025
2025 Estimated W-2	To be issued by 31/01/2026

DECLARATION

I certify that the above information is true and correct to the best of my knowledge. This certificate is issued based on the official records maintained by the Human Resources Department of TechCorp Solutions Inc.

This certificate is valid for:

- Loan/Mortgage Applications
 - Visa/Immigration Applications
 - Educational Enrollment
 - Sponsorship/Affidavit Requirements
 - Salary Verification Purposes
-

CERTIFICATION

Issued By: Sarah Mitchell

Title: Senior Human Resources Manager

Authorized By: Dr. Robert Chen, Engineering Manager

Approved By: Michael Rodriguez, Director of Human Resources

Date of Issue: 01/12/2025

Certificate Number: SC-2025-098474

Validity: This certificate is valid for one year from the date of issue (until 01/12/2026)

COMPANY INFORMATION

Company Name: TechCorp Solutions Inc.

Registration Number: WA-2018-0048392

Business Type: Software Development & IT Services

Established Year: 2018

Headquarters: 789 Innovation Drive, Seattle, WA 98101

Contact Information:

Phone: (206) 555-0100

Email: hr@techcorp.com

Website: www.techcorp.com

HR Department:

Email: hr@techcorp.com

Available: Monday–Friday, 9 AM–5 PM PST

IMPORTANT NOTES

- This certificate is a formal confirmation of employment and salary details only
- It does not constitute any guarantee of continued employment
- Employment is at-will and can be terminated by either party with written notice as per company policy
- Salary information is confidential and intended for official use only
- This certificate should not be reproduced without written permission
- For any corrections or discrepancies, contact the HR department immediately

CONFIDENTIALITY NOTICE

This salary certificate contains confidential personal and financial information. It is intended for the exclusive use of the recipient and should not be shared with unauthorized parties without employee consent. Unauthorized disclosure may violate privacy regulations.

Stamp & Signature

Michael Rodriguez
Director, Human Resources
TechCorp Solutions Inc.

Date: 01/12/2025

Stamp: [Company Seal]

This is a sample salary certificate template. Actual certificates issued by employers contain official stamps, signatures, and letterhead.