Private company salary slip

Editable sample letter: replace the details with your own records before signing

Employer: [employer legal name]
Employee: [employee name]
Employee ID: [Employee ID]
Department: Operations
Pay period: September 2026
Basic: INR 30,000
HRA: INR 12,000
Other allowance: INR 3,000
Gross earnings: INR 45,000
PF: INR 1,800
ESI: INR 0
Professional tax: INR 200
TDS: INR 2,000
Net pay: INR 41,000