Salary certificate for a bank loan

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

[Company letterhead]
Date: [Issue date]
To whom it may concern,
This is to certify that [Employee Name] (Employee code [Employee ID]) is employed by [Company] as Quality Inspector and joined on [Joining date].
To: The Branch Manager (replace with the bank and branch)
Employment status: in service on the certificate date
Pay month certified: [Pay month]
Basic: INR 32000
HRA: INR 12800
Other allowance: INR 5200
Gross monthly salary: INR 50000
Deductions recorded by payroll for that month: INR 6000
Net pay: INR 44000
Purpose: home-loan application by the employee. This letter does not recommend or approve the loan.
The figures are one month of payroll, not a CTC quotation and not an average we calculated.
This is not a Form 16 and not a bank sanction letter.
For [Company]
Authorised signatory and stamp: [Name], [Designation] _____