Saudi 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] (Iqama number [Iqama number]) is employed by [Company] as Procurement Officer and joined on [Joining date].
City: Riyadh
Addressed to: [Bank name], personal finance application
Basic: SAR 6000
Housing allowance: SAR 1500
Transport allowance: SAR 500
Other allowance: SAR 0
Gross monthly salary: SAR 8000
Purpose: salary confirmation for a personal finance request
[Company] confirms the monthly pay on its payroll record. This letter is not a credit approval and it is not a GOSI printout.
If you show a GOSI line, copy the employee share from the payslip. Do not invent a percentage on this page. The employer share is not part of take-home pay.
For [Company]
Authorised signatory and stamp: [Name], [Designation] _____