Saudi salary certificate for an embassy visa

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], Passport number [Passport number]) is employed by [Company] as Export Coordinator and joined on [Joining date].
City: Dammam
Employment status: continuing
Addressed to: the embassy or visa desk named on the application form
Purpose: salary confirmation for a visa application
Basic: SAR 9000
Housing allowance: SAR 2250
Transport allowance: SAR 750
Other allowance: SAR 0
Gross monthly salary: SAR 12000
[Company] confirms the monthly pay and that employment is continuing. The embassy or visa desk decides the application. This letter does not say a visa will be issued.
Delete the passport line if this copy is not for a visa file. Do not type a passport number from memory. The Iqama and the passport are different documents.
For [Company]
Authorised signatory and stamp: [Name], [Designation] _____