Saudi salary certificate for a family 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]) is employed by [Company] as Site Engineer and joined on [Joining date].
City: Jeddah
Employment status: continuing
Purpose: salary confirmation for a family residence request
Basic: SAR 8000
Housing allowance: SAR 2000
Transport allowance: SAR 500
Other allowance: SAR 0
Gross monthly salary: SAR 10500
[Company] confirms the monthly pay and that employment is continuing. It does not issue a family visa, calculate a dependent fee, or state a minimum salary.
If the file is a family visit rather than residence, change the purpose line to family visit and delete the residence words. Do not leave both purposes on one signed copy.
For [Company]
Authorised signatory and stamp: [Name], [Designation] _____