UAE salary certificate for a family visa

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

[Company letterhead]
Trade licence: [Trade licence number]
Date: [Issue date]
To whom it may concern,
This is to certify that [Employee Name] (Emirates ID [Emirates ID]) is employed by [Company] as Clinic Administrator and joined on [Joining date].
Emirate: Dubai
Employment status: continuing
Purpose: salary confirmation for a family residence request
Basic: AED 9000
Housing allowance: AED 3000
Transport allowance: AED 700
Other allowance: AED 0
Gross monthly salary: AED 12700
[Company] confirms the monthly package and that employment is continuing. It does not issue a family residence visa and it does not quote a fee or a minimum salary.
If the request asked for the passport number of the employee, copy it from the passport and label it as the employee's passport. Do not put a dependant's passport on this salary letter unless the request said to.
For [Company]
Authorised signatory and stamp: [Name], [Designation] _____