India salary certificate for a passport application

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], Passport number [Passport number]) is employed by [Company] as Kiln supervisor and joined on [Joining date].
Office: Bengaluru
Pay month certified: [Pay month]
Basic: INR 24000
Other allowance: INR 6000
Gross monthly salary: INR 30000
Deductions recorded by payroll for that month: INR 2500
Net pay: INR 27500
Purpose: salary confirmation because the employee's passport file asked for pay. This letter does not apply for a passport, does not say a passport will be issued, and is not police verification.
The no-objection letter, if one was requested, is a separate page and is not included here.
For [Company]
Authorised signatory and stamp: [Name], [Designation] _____