India salary certificate for a personal 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] (Employee code [Employee ID]) is employed by [Company] as Dispatch coordinator and joined on [Joining date].
Office: Pune
Pay month certified: [Pay month]
Addressed to: [Bank name], personal loan desk, Pune
Basic: INR 28000
HRA: INR 11200
Conveyance allowance: INR 2800
Other allowance: INR 0
Gross monthly salary: INR 42000
Deductions recorded by payroll for that month: INR 4500
Net pay: INR 37500
Purpose: salary confirmation for an unsecured personal loan. No property is named. This letter does not state a loan amount, a tenure, or a rate, and it does not approve the loan.
Employment on the certificate date: still in service. Delete that sentence if the person has already left.
This is not a Form 16 and not a bank sanction letter.
For [Company]
Authorised signatory and stamp: [Name], [Designation] _____