India salary certificate for a rental agreement

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 Store accounts assistant and joined on [Joining date].
Office: Guwahati
Pay month certified: [Pay month]
Addressed to: the landlord or property manager named on the draft lease (replace this line)
Basic: INR 22000
HRA: INR 8800
Other allowance: INR 2200
Gross monthly salary: INR 33000
Deductions recorded by payroll for that month: INR 4000
Net pay: INR 29000
Purpose: salary confirmation for a residential tenancy application in Guwahati. This letter does not state the rent, the deposit, or any guarantee. It is not the rental agreement and it is not a rent receipt.
Employment on the certificate date: still in service. Delete that sentence if she has left.
For [Company]
Authorised signatory and stamp: [Name], [Designation] _____