India salary certificate for a Schengen 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] (Employee code [Employee ID], Passport number [Passport number]) is employed by [Company] as Export documentation officer and joined on [Joining date].
Office: Ahmedabad
Basic: INR 40000
HRA: INR 12000
Other allowance: INR 6000
Gross monthly salary: INR 58000
Addressed to: the Schengen consulate or visa centre named on the employee's checklist
Purpose: salary confirmation for a short-stay Schengen visa. Leave on the company leave record: [Date] to [Date]. She is due to resume on [Date]. Delete these dates if that leave is not approved.
This letter does not grant a visa, name a euro minimum, or promise that the trip will be funded by the company.
If a euro figure is required, write the rate and the rate date beside the INR amount. Do not replace the INR lines.
For [Company]
Authorised signatory and stamp: [Name], [Designation] _____