India salary certificate for a UK 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 Production editor and joined on [Joining date].
Office: Kolkata
Basic: INR 45000
HRA: INR 18000
Other allowance: INR 5000
Gross monthly salary: INR 68000
Deductions recorded by payroll: INR 9000
Net pay: INR 59000
Addressed to: UK visitor visa file for [Employee Name]
Leave on the approved leave record: [Date] to [Date], resuming [Date]. Delete the dates if leave is not approved.
Purpose: employment and salary confirmation. This letter is not a confirmation of acceptance for studies, not a sponsor-licence letter, and not a statement of any salary threshold.
The company does not decide the visa.
For [Company]
Authorised signatory and stamp: [Name], [Designation] _____