India salary certificate for a US 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 Implementation analyst and joined on [Joining date].
Office: Hyderabad
Basic: INR 55000
HRA: INR 22000
Special allowance: INR 8000
Gross monthly salary: INR 85000
Addressed to: US visitor visa (B1/B2) interview file
Proposed travel on the employee's request: [Date] to [Date]. This letter does not approve that travel by itself and does not promise airfare or a hotel.
Purpose: employment and salary confirmation. This is not a visa petition, not a petition receipt, and not a grant of a visa. The consular officer decides.
Do not replace the INR lines with a dollar figure. Add dollars only with the rate and the rate date.
For [Company]
Authorised signatory and stamp: [Name], [Designation] _____