Salary certificate for a 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] (Passport number [Passport number]) is employed by [Company] as Electrician and joined on [Joining date].
Country of employment: Qatar
Basic: QAR 3800
Other allowance: QAR 700
Gross monthly salary: QAR 4500
Purpose: visa application by the employee. The embassy or visa centre decides the application. This letter does not grant a visa.
Employment on the certificate date: still in service
The currency is the currency of payroll, not a conversion. If you must show another currency, label it as a conversion, name the rate and the date, and keep the payroll currency beside it.
For [Company]
Authorised signatory and stamp: [Name], [Designation] _____