Salary certificate format

Editable sample letter: replace the details with your own records before signing

Date: [Issue date]
Employer: [Company name]
Employee: [Employee Name]
Employee ID: [Employee ID]
Designation: [Job title]
Date of joining: [Joining date]
Currency: [Currency] per month
Basic pay: [Basic pay]
Housing allowance: [Housing allowance]
Transport allowance: [Transport allowance]
Other allowance: [Other allowance]
Gross monthly salary: [Gross monthly salary]
To whom it may concern,
This is to certify that [Employee Name] is employed with [Company name] as [Job title] and draws the monthly pay stated above.
This certificate states the pay on the payroll record. It is not a loan approval or a visa.
For [Company name]
Authorised signatory: [Name and designation]
Company stamp: _____