Nepal salary certificate

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]) is employed by [Company] as Sales coordinator and joined on [Joining date].
Pay month certified: Ashwin 2083, as on the payroll file
Basic: NPR 28000
Other allowance: NPR 4000
Gross monthly salary: NPR 32000
Net monthly salary: NPR 29200 after the deduction already on the payslip
Purpose: for the bank the employee named
This certificate repeats the payroll month. It is not a tax assessment and it does not approve a loan.
PAN is omitted. Add it only if the bank asked and payroll already holds the number.
For [Company]
Authorised signatory and stamp: [Name], [Designation] _____