Saudi Arabia salary certificate

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

[Company letterhead]
Commercial registration: [CR number]
Date: [Issue date]
To whom it may concern,
This is to certify that [Employee Name] (Iqama [Iqama number], Nationality on Iqama [Nationality]) is employed by [Company] as Mechanical Technician and joined on [Joining date].
City: Riyadh
Basic: SAR 4000
Housing allowance: SAR 1000
Transport allowance: SAR 400
Other allowance: SAR 0
Gross monthly salary: SAR 5400
GOSI deduction: not stated. Add a GOSI line only if payroll already shows that deduction and the recipient asked for it.
Purpose: salary confirmation for the employee's own request
The amounts come from the employer payroll. They are not a GOSI statement and not a chamber-attested document.
For [Company]
Authorised signatory and stamp: [Name], [Designation] _____