Sri Lanka 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] (NIC [NIC]) is employed by [Company] as accounts clerk and joined on [Joining date].
City: Colombo
Basic: LKR 85000
Cost of living allowance: LKR 7800
Transport allowance: LKR 5000
Other allowance: LKR 0
Gross monthly salary: LKR 97800
EPF is not stated on this letter. The monthly slip is the page that shows an EPF deduction already made.
The college confirms the monthly pay above. The letter does not grant a visa or a bank loan.
For [Company]
Authorised signatory and stamp: [Name], [Designation] _____