UAE salary certificate

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

[Company letterhead]
Trade licence: [Licence number]
Emirate: [Emirate]
Date: [DD Month YYYY]

To: [Bank name and branch, or the landlord who asked]

This is to certify that [Full name], Emirates ID [EID], is employed by [Company name] as [Job title] and joined on [Join date].

Monthly pay in AED, copied from payroll:
- Basic salary: AED [amount]
- Housing allowance: AED [amount]
- Transport allowance: AED [amount]
- Other allowance: AED [amount]
- Gross monthly salary: AED [amount]

Purpose: [bank income confirmation / landlord income confirmation / general].
These figures are the monthly package on payroll. They are not a loan offer and not a ministry certificate. Keep housing on its own line when the contract pays it separately. Emirates NBD's salary-transfer specimen asks for one gross monthly figure, so a split is not a rule for every UAE reader. The lines still have to add up to the gross you state.

[Optional. Print only on the copy for the bank payroll already credits, after the IBAN is checked on the payroll file.]
Salary account IBAN: [AE...] with [Bank name].

Dubai Land Department's Ejari registration asks for the tenancy contract and the Emirates ID. It does not ask for this salary letter. A landlord may still ask for income confirmation. Do not call this letter an Ejari certificate.

Do not put salary continuation, a clearance undertaking, or an end-of-service payment on this certificate. If a bank's own salary-transfer form asks for them, use the UAE salary transfer letter. Those sentences are proposed wording, and an authorised approver has to accept them. Do not add a sentence that the company has no liability.

This file is English. It does not produce Arabic. If the employer also issues an Arabic copy, the names, dates, and AED figures must match.

For [Company name]
Authorised signatory: [Name], [Designation]
Stamp and signature: _____