Salary slip for contract staff

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

Employer: [Company]
Employee: [Employee Name]
Employee ID: [Employee ID]
Role: Contract site supervisor
Contract start: 1 November 2025
Contract end: 31 October 2026
Pay period: September 2026
Status: inside the term, not the final month
Basic: INR 25,000
HRA: INR 10,000
Other allowance: INR 5,000 site allowance
Gross earnings: INR 40,000
PF: INR 1,800
ESI: INR 0
Professional tax: INR 200
TDS: INR 0
Total deductions: INR 2,000
Net pay: INR 38,000
Notice or gratuity: not calculated on this slip