Salary slip for drivers

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

Employer: [Company]
Employee: [Employee Name]
Employee ID: [Employee ID]
Role: Light vehicle delivery driver
Licence: not printed on this slip
Vehicle: company van MH-00-XX-0000 (replace)
Pay period: September 2026
Basic: INR 16,000
HRA: INR 2,000
Other allowance: INR 4,500 approved trip allowance
Gross earnings: INR 22,500
PF: INR 1,800
ESI: INR 0
Professional tax: INR 0
TDS: INR 0
Total deductions: INR 1,800
Net pay: INR 20,700
Fuel float: INR 2,000 reimbursement, excluded from gross and net
Overtime: none approved this month