Salary slip for teachers

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

Employer: [Company]
Employee: [Employee Name]
Employee code: [Employee ID]
Role: Primary teacher
Grades and subjects: grades 3 and 4, English and EVS
Workplace: Pune
Pay period: September 2026
School days paid: 26 of 26
Basic: INR 24,000
HRA: INR 6,000
Other allowance: INR 3,000 special allowance
Gross earnings: INR 33,000
PF: INR 1,800
ESI: INR 0
Professional tax: INR 200
TDS: INR 0
Total deductions: INR 2,000
Net pay: INR 31,000
Vacation pay: not in this month
Government scale: not claimed