Monthly salary slip format for India

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

Employer: [Company]
Employee: [Employee Name]
Employee ID: [Employee ID]
Designation: Stores executive
Workplace: Pune
Pay period: 1 to 30 September 2026
Payable days: 30 of 30
Structure: monthly gross, not annual CTC
Basic: INR 28,000
HRA: INR 11,200
Other allowance: INR 5,800 special allowance
Gross earnings: INR 45,000
PF: INR 1,800
ESI: INR 0
Professional tax: INR 200
TDS: INR 1,500
Total deductions: INR 3,500
Net pay: INR 41,500
Payment date: 1 October 2026
Payment reference: [bank UTR after transfer]