Monthly salary slip format for the UAE

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

Employer: [Company]
Emirate: Dubai
Trade licence: CN-0000000 (replace from the licence)
Employee: [Employee Name]
Emirates ID: 784-0000-0000000-0 (replace from the card)
Pay period: September 2026
Currency: AED
Basic: AED 8,000
HRA: AED 3,000 housing
Other allowance: AED 1,000 transport
Gross earnings: AED 12,000
Other deduction: AED 0 (no salary tax)
Total deductions: AED 0
Net pay: AED 12,000
Gratuity: not accrued on this monthly slip
Work permit number: omit unless the establishment file was checked