Salary slip for a small business

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

Employer: [Company]
Proprietor: [Proprietor Name]
Employee: [Employee Name]
Role: Shop cashier
Workplace: Jaipur
Pay period: September 2026
Staff on this payroll: 4
Basic: INR 15,000
HRA: INR 0
Other allowance: INR 3,000 attendance allowance
Gross earnings: INR 18,000
PF: INR 0 coverage not decided by this slip
ESI: INR 0 coverage not decided by this slip
Professional tax: INR 0
TDS: INR 0
Total deductions: INR 0
Net pay: INR 18,000
Paid by: UPI reference REF/2026/___
Owner sign-off: [Proprietor Name]