Qatar salary transfer letter

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

[Company letterhead]
Commercial registration: [CR number]
Date: [DD Month YYYY]

The Manager
[Division or branch the bank named]
[Bank full legal name]
[P.O. Box and address]
Doha, Qatar

Dear Sir or Madam,

This is to certify that [Full name], Qatar ID [QID], is employed by [Company name] as [Job title] in [Department] and joined on [Join date]. Write "confirmed employee" only when the staff record says confirmed and the bank's form uses that phrase. Commercial Bank of Qatar's published example uses "Confirmed employee" and is addressed to The Manager, Installment Credit Division, The Commercial Bank of Qatar, P.O. Box 3232, Doha. It is that bank's example from the file dated 11 March 2015. It is not a form for every Qatar bank.

Present monthly salary in QAR, copied from payroll:
- Basic salary: QAR [amount]
- Housing allowance: QAR [amount]
- Transport allowance: QAR [amount]
- Other allowance: QAR [amount]
- Gross monthly salary: QAR [amount]

Ahli Bank's Wages Protection System notes keep basic salary separate from extra income such as housing and transport. Follow the split payroll already keeps, and make the lines add up to the gross. Commercial Bank of Qatar's example asks for present salary as one monthly figure. If you are answering that example, state that one figure as well. This letter confirms those payroll figures. It does not open an account and it does not approve a card or a loan. The wage-protection file is a separate payroll upload.

[Optional proposed wording. Delete this whole block unless an authorised employer approver has agreed to sign these commitments for this letter. The sentences follow Commercial Bank of Qatar's example. They are not a requirement of every Qatar bank. If the bank supplied its own form, use that form.]

Proposed, only if approved, and only if payroll will credit this account: To assist [Full name] with an account opening, credit card, personal loan, or vehicle loan, this monthly salary will continue to be paid to account or IBAN [IBAN] with [Bank name] from [DD Month YYYY].

Proposed, only if approved: If [Full name] resigns or this company ends the employment,

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the company will inform [Bank name] and pay end-of-service benefits due, if any, to that account. Do not type an amount unless finance has calculated it and the approver has agreed to state that amount.

Do not add a sentence that the company is not liable for the employee's debits, or that the company does not hold itself responsible. Commercial Bank of Qatar's example includes a sentence of that kind and says granting a credit card is the bank's discretion. This draft leaves the no-responsibility sentence out. Adding it would not decide the employer's liability. An approver may accept the bank's own form only after reading it.

This file is English. It does not produce Arabic. If the employer also issues an Arabic copy, the names, dates, amounts, and account must match.

For [Company name]
Authorised signatory: [Name], [Designation]
Stamp and signature: _____