

From

Name and Employee ID

Address

To

The HR Manager

XYZ Company Ltd

Dear Sir,

Subject: Request For Salary Certificate

Reference to the Employee ID, I hereby request to issue a salary certificate showing following details:

1. Gross salary with breakup of items
2. Deductions and breakup of items
3. Net Salary
4. Employee Details
5. Tenure
6. My Designation

It has to be submitted to SBI, _____ branch for availing car loan.

Sincerely yours,

Name and Signature

Place:

Date: