

SALARY CERTIFICATE LETTER

Signature of employee: -----

This is to certify that Mr. / Mrs. -----S/o /
D/o / W/o Mr. ----- residing at -----
-----whose
signature appears above is a permanent employee of -----
----- (name of
department / institution) and he/she has drawn Pay and Allowances are as follows for the
month of ----- (month and year):

| GROSS SALARY (Rs.) | | DEDUCTIONS (Rs.) | |
|-------------------------|--|----------------------------|--|
| Basic Pay | | EPF | |
| DA | | Insurance | |
| HRA | | Home loan | |
| Medical Allowance | | Car loan | |
| Others / Misc | | Others / Misc | |
| Gross Salary (1) | | Total Deduction (2) | |

NET SALARY (1-2) = Rs. -----
(Net Salary Rupees ----- Only)

Date of birth : -----

Date of joining in the present employment : -----

Present designation : -----

Date of retirement : -----

This salary certificate issued for : -----

For -----

Signature and Designation of Officer Authorised

Place:

Office Stamp:

Date:

To (Institution which stated)

Name:

Address: