

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: