

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:
Date:

Office Stamp:

To (Institution which stated)

Name:

Address: