

**TO WHOM IT MAY CONCERN:**

This is to certify that Mr. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ s/o \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ is employed with [Company Name] (Pvt.) Ltd since [DD/MM/YYYY]. He is a permanent employee of the company and serving as [Write here designation of employee]. Currently he is drawing his salary as per following breakup:

|  |  |
| --- | --- |
| **Salary Structure** |  |
| Basic Pay | $(amount) |
| House Rent | $(amount) |
| Conveyance Allowance | $(amount) |
| Gross Salary (SRN) | $(amount) |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
| **Deductions** |  |
| Income Tax | $(amount) |
| E.O.I.B | $(amount) |
| Total | $(amount) |
| Net Payable Salary | $(amount) |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |

This certificate is issued to him on his specific request.

**HR Department**

[Company Name here] Pvt. Ltd

**Address:**

**Phone #:**

www.aftemplates.com

**Dated:** [DD/MM/YYYY]

**Salary Certificate Template**

**Company Name**

Address:

Phone #: 555-555-5555

Fax #: 555-555-5555

www.websiteaddress.com