Salary Transfer Letter Format


# TO BE TYPED ON COMPANY LETTERHEAD

**Date :** \_\_\_ /\_\_\_\_\_\_ /\_\_\_\_\_\_\_\_\_\_

DD MM YYYY

# To:

**The Manager Citibank N.A., U.A.E.**

(Branch)

#  Ref: Transfer of Salary to Citibank

Dear Sir/Madam,

We confirm that Mr./Ms. has been an employee of this company since

 . He/She is presently working in the capacity of a with a

total remuneration of AED

completed the probation period successfully.

per month, including only fixed allowances. Moreover, he/she has

We confirm that we will transfer directly his/her net salary each month into his/her account number

#  with you. We will not transfer his/her salary to any other bank or account unless we get a clearance certificate from you.

Should the employment of the aforementioned individual cease while the loan availed through Citibank remains outstanding, the company will notify you accordingly.

This letter is issued upon the employee’s request and it does not constitute a financial guarantee on our part. Best Regards,

For

Manager’s Name & Designation (Authorized Signatory) Company Stamp

\*Please print passport name in letter.

L/SalTrns/200901