[Company name]

How to use this document: delete this paragraph before saving, sharing, or circulating it. Every part shown in blue is yours to replace: type your own details over each blue [field] until no blue remains. Then select all (Ctrl+A) and set the font colour to the same dark colour throughout. What is left is your finished document.

Salary Certificate

Date: [DD Month YYYY]

To Whom It May Concern:

This is to certify that [Employee name], Employee ID [EMP-0001], is employed with [Company name] as [Job title] in the [Department] department. They joined [Company name] on [Date of joining] and their employment status is [Employment status].

Their current salary, in words:

[Monthly salary in words] per month

([Monthly salary] per month; [Annual salary] per year)

Their net pay, in words:

[Net pay in words]

([Net pay] per month)

This certificate is issued at the request of the employee for [Purpose].

This certificate is issued on [Issued date] and states the position as at that date.

Authorised signature: [Signature]
Name: [Authorised signatory name]
Designation: [Signatory designation]
Date: [Issued date]
Company stamp: _____