[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 pay for each month of the year to [Pay period] was as follows:

Month	Gross pay	Deductions	Net pay
January	[Gross pay]	[Total deductions]	[Net pay]
February	[Gross pay]	[Total deductions]	[Net pay]
March	[Gross pay]	[Total deductions]	[Net pay]
April	[Gross pay]	[Total deductions]	[Net pay]
May	[Gross pay]	[Total deductions]	[Net pay]
June	[Gross pay]	[Total deductions]	[Net pay]
July	[Gross pay]	[Total deductions]	[Net pay]
August	[Gross pay]	[Total deductions]	[Net pay]
September	[Gross pay]	[Total deductions]	[Net pay]
October	[Gross pay]	[Total deductions]	[Net pay]
November	[Gross pay]	[Total deductions]	[Net pay]
December	[Gross pay]	[Total deductions]	[Net pay]
Year total	[Annual salary]	[Annual total deductions]	[Annual net pay]

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

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