[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

Certificate reference: [Certificate reference]	**Attestation reference:** [Attestation reference]	**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 is **[Monthly salary]** per month, which is **[Annual salary]** per year. Their net pay is **[Net pay]** per month (**[Net pay in words]**).

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

I attest that the information in this certificate is true and correct to the best of my knowledge.

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

Attested by Authorised signature: **[Signature]** Name: **[Authorised signatory name]** Designation: **[Signatory designation]** Date: **[Issued date]**	Witness Witness: **[Witness name]**, **[Witness designation]** Witness signature: _____

Company stamp: _____