[Company name]

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Salary Certificate

Date: **[DD Month YYYY]**

To **[Bank name]**

Loan reference: **[Loan reference]**

Dear Sir or Madam,

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.

Loan amount: [Loan amount]	**Net pay: [Net pay] per month**

Their net pay after deductions is **[Net pay]** per month (**[Net pay in words]**).

This certificate is issued at the request of the employee for a loan application to **[Bank name]** for **[Loan amount]**. We have no objection to the employee applying for this loan.

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: _____