**[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]

## [Employee name]

Employee ID [EMP-0001]

[Job title], [Department]

Employed with [Company name] since [Date of joining]

Employment status: [Employment status]

**Monthly salary:** [Monthly salary]

**Annual salary:** [Annual salary]

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

Issued on [Issued date] for [Purpose]

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

Company stamp: _____