[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

This is to certify that

[Employee name]

Employee ID [EMP-0001]

is employed with [Company name] as [Job title] in the [Department] department.

Joined on [Date of joining]. Employment status: [Employment status].

Current salary: [Monthly salary] per month ([Annual salary] per year). Net pay: [Net pay] per month.

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

[Company seal]

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

Company stamp: _____