[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 current salary is **[Monthly salary]** per month, which is **[Annual salary]** per year. Their net pay is **[Net pay]** per month.

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

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

Countersigned by the Human Resources Manager and the Finance Director

Human Resources Manager Authorised signature: **[Signature]** Name: **[HR Manager name]** Date: **[Issued date]**	Finance Director Authorised signature: **[Signature]** Name: **[Finance Director name]** Date: **[Issued date]**	Company stamp: _____ –