[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:

Declaration

1. **[Employee name]**, Employee ID **[EMP-0001]**, is employed with **[Company name]** as **[Job title]** in the **[Department]** department.

2. They joined **[Company name]** on **[Date of joining]** and their employment status is **[Employment status]**.

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

4. We declare that **[Employee name]** is employed with **[Company name]** as at **[Issued date]**, that their salary is paid up to date, and that there are no outstanding salary dues owed to them.

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.

Authorised signature: **[Signature]**
Name: **[Authorised signatory name]**
Designation: **[Signatory designation]**
Date: **[Issued date]**
Company stamp: _____