[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]**

Monthly stipend: [Stipend amount] per month ([Annual stipend] per year)

Internship period: [Internship period]

To Whom It May Concern:

This is to certify that **[Employee name]** is engaged with **[Company name]** as **[Job title]** in the **[Department]** department for the internship period **[Internship period]**.

Their monthly stipend is **[Stipend amount]** per month, which is **[Annual stipend]** per year.

No deductions apply to the stipend.

This certificate is issued at the request of the intern 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: _____