Ashford Business Services Ltd

Salary Certificate

Date: 9 November 2026 Certificate reference: SC-2026-0147

Employee name: Sarah Mitchell
Employee ID: EMP-2026-001
Job title: Office Manager
Department: Operations

Date of joining: 4 March 2024
Employment status: Full-time, permanent
Pay period: November 2026
Purpose: a bank loan application

Pay breakdown	Amount	Pay breakdown	Amount
Basic pay	£2,000.00	Income tax	£320.00
Housing allowance	£300.00	Pension contribution	£120.00
Transport allowance	£100.00	Total deductions	£440.00
Gross pay	£2,400.00	**Net pay**	£1,960.00

Monthly salary: £2,400.00. Annual salary: £28,800.00. Net pay in words: One thousand nine hundred and sixty pounds only.

This certificate is issued at the request of the employee for a bank loan application. Issued on 9 November 2026.

Authorised signature: James Patel
Name: James Patel
Designation: Finance Manager
Date: 9 November 2026

Company stamp: _____