[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] Certificate reference: [Certificate reference]

Employee name: [Employee name]
Employee ID: [EMP-0001]
Job title: [Job title]
Department: [Department]

Date of joining: [Date of joining]
Employment status: [Employment status]
Pay period: [Pay period]
Purpose: [Purpose]

Pay breakdown	Amount	Pay breakdown	Amount
Basic pay	[Basic pay]	Income tax	[Income tax]
Housing allowance	[Housing allowance]	Pension contribution	[Pension contribution]
Transport allowance	[Transport allowance]	Total deductions	[Total deductions]
Gross pay	[Gross pay]	**Net pay**	[Net pay]

Monthly salary: [Monthly salary]. Annual salary: [Annual salary]. Net pay in words: [Net pay in words].

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

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

Company stamp: _____