**[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 pay, shown monthly and annually:

| Pay component | Monthly | Annual |
|---|---|---|
| Basic pay | [Basic pay] | [Annual basic pay] |
| Housing allowance | [Housing allowance] | [Annual housing allowance] |
| Transport allowance | [Transport allowance] | [Annual transport allowance] |
| **Gross pay** | [Gross pay] | [Annual salary] |
| Income tax | [Income tax] | [Annual income tax] |
| Pension contribution | [Pension contribution] | [Annual pension contribution] |
| Total deductions | [Total deductions] | [Annual total deductions] |
| **Net pay** | [Net pay] | [Annual net pay] |

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: _____