[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]**

Part-time basis: [Hours per week] per week

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 on a part-time basis, working **[Hours per week]** per week.

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

Their current salary is **[Monthly salary]** per month, which is **[Annual salary]** per year.

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