[Company name]

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Salary Certificate

Employer: [Company name] **Employee:** [Employee name] **Employee ID:** [EMP-0001] **Department:** [Department]
Designation: [Job title] **Date of joining:** [Date of joining] **Status:** [Employment status]
Pay period: [Pay period] **Date:** [DD Month YYYY]

Earnings	Amount	Deductions	Amount
Basic pay	[Basic pay]	Income tax	[Income tax]
Housing allowance	[Housing allowance]	Pension contribution	[Pension contribution]
Transport allowance	[Transport allowance]		
Gross pay	[Gross pay]	**Total deductions**	[Total deductions]

Net pay: [Net pay] **(**[Net pay in words]**).**

Monthly salary: [Monthly salary] (gross); annual salary: [Annual salary] per year. This certificate is issued at the request of the employee for [Purpose]. Issued on [Issued date].

Prepared by: _____ **Checked by:** _____ **Authorised by:** [Signature]
Name: [Authorised signatory name] **Designation:** [Signatory designation] **Date:** [Issued date]
Company stamp: _____