[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 salary history with [Company name] is as follows:

Year	Job title	Monthly salary	Annual salary
2024	[Job title in 2024]	[Monthly salary in 2024]	[Annual salary in 2024]
2025	[Job title in 2025]	[Monthly salary in 2025]	[Annual salary in 2025]
2026	[Job title]	[Monthly salary]	[Annual salary]

Their current salary is [Monthly salary] per month, which is [Annual salary] per year. Their net pay is [Net pay] per month.

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: _____