[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 for [Pay period], worked out step by step:

Step	Amount	Balance
Gross pay	[Gross pay]	[Gross pay]
Less: Income tax	[Income tax]	[Balance after tax]
Less: Pension contribution	[Pension contribution]	[Net pay]
Net pay	[Net pay]	[Net pay]

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: _____