[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] Certificate reference: [Certificate reference]

Employment detail	Detail
Employee name	[Employee name]
Employee ID	[EMP-0001]
Employer	[Company name]
Job title	[Job title]
Department	[Department]
Date of joining	[Date of joining]
Employment status	[Employment status]
Purpose	[Purpose]

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]

Net pay in words: [Net pay in words].

Issued on [Issued date].

Authorised signature: [Signature]
Name: [Authorised signatory name]
Designation: [Signatory designation]
Date: [Issued date]
Company stamp: _____