**[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]**

| | |
|---|---|
| **Tax year: [Tax year]** | **Employer tax reference: [Employer tax reference]** |

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 annual tax position is as follows:

| Annual tax item | Amount |
|---|---|
| Annual salary | **[Annual salary]** |
| Annual income tax paid | **[Annual tax paid]** |
| Annual pension contribution | **[Annual pension contribution]** |
| **Annual net pay** | **[Annual net pay]** |

This certificate is issued at the request of the employee for tax purposes.

This certificate is issued on **[Issued date]** and states the position as at that date.

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