[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:

Emirates ID: **[Emirates ID number]**
Trade licence number: **[Trade licence number]**
Contract type: **[Contract type]**

This is to certify that **[Employee name]**, holding passport number **[Passport number]** and Emirates ID **[Emirates ID number]**, is employed with **[Company name]** (trade licence number **[Trade licence number]**) as **[Job title]** in the **[Department]** department since **[Date of joining]**.

The employment contract is **[Contract type]**.

Salary component	Amount (AED)
Basic salary	**[Basic pay in AED]**
Housing allowance	**[Housing allowance in AED]**
Transport allowance	**[Transport allowance in AED]**
Gross salary	**[Gross pay in AED]**
Deductions	**[Total deductions in AED]**
Net salary	**[Net pay in AED]**

Monthly salary: **[Monthly salary in AED]**. Annual salary: **[Annual salary in AED]**.

This certificate is issued upon the request of the employee for **[Purpose]**. The information stated above is true and correct to the best of our knowledge.

This certificate is issued on **[Issued date]**.

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