[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.

Earnings Statement

Proof of income for the pay period shown below

Employer: **[Company name]**
Employer address: **[Employer address]**
Employer telephone: **[Employer telephone]**
Company registration number: **[Employer registration number]**
Employee name: **[Employee name]**
Employee ID: **[Employee ID]**
Job title: **[Job title]**
Department: **[Department]**
Pay period: **[Pay period]**
Pay date: **[Pay date]**

EARNINGS

Description	Amount
Basic pay	**[Basic pay]**
Overtime pay	**[Overtime pay]**
Bonus	**[Bonus]**
Allowance	**[Allowance]**
Commission	**[Commission]**

DEDUCTIONS

Description	Amount
Income tax	**[Income tax]**
National Insurance	**[National Insurance]**
Pension contribution	**[Pension contribution]**
Other deduction	**[Other deduction]**

Gross pay	**[Gross pay]**
Total deductions	**[Total deductions]**
Net pay	**[Net pay]**

Net pay in words: **[Net pay in words]**

Confirmation: I confirm that the earnings shown in this statement are correct and that **[Employee name]** is employed by **[Company name]** as **[Job title]**.

Signed (authorised signatory): _____
Name: **[Authorised signatory]**
Job title: **[Signatory job title]**

Date: **[Confirmation date]**
Employee signature: _____
Name: **[Employee name]**