[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 Slip

Emailed payslip - payment confirmation

To: [Email address]	**From: [Company name]**
Date: [Pay date]	**Subject: Salary slip for [Pay period]**

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

Net pay of **[Net pay]** was paid by **[Payment method]** to **[Bank account]**.

Employee name: [Employee name]

Employee ID: [Employee ID]

Job title: [Job title]

Pay period: [Pay period]

Pay date: [Pay date]

Department: [Department]

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]**

If any figure looks wrong, contact payroll before the next pay date.