

[Your Company's Letterhead]

[Date]

To,

[Employee's Name]

[Employee's Address]

[City, State, PIN Code]

Subject: Salary Certificate

Dear [Employee's Name],

This is to certify that you are currently employed with [Your Company's Name] as a [Designation]. As per our records, your gross salary for the period of [Month/Year] is as follows:

Basic Salary: ₹ [Amount]

House Rent Allowance (HRA): ₹ [Amount]

Conveyance Allowance: ₹ [Amount]

Medical Allowance: ₹ [Amount]

Other Allowances: ₹ [Amount]

Total Gross Salary: ₹ [Amount]

Please note that the above figures are subject to deductions for statutory contributions such as Provident Fund (PF), Employee State Insurance (ESI), and Professional Tax (if applicable). The net salary after deductions for the period mentioned above is ₹ [Amount].

We further confirm that all your salary payments have been made through [Mode of Payment] into your bank account with [Bank Name], Account Number: [Account Number].

If you require any additional information or have any queries regarding your salary, please feel free to contact the Human Resources department.

Thank you for your continued efforts and dedication to the organization. We wish you all the best in your professional endeavors.

Yours sincerely,