[Your Name]

[Designation]

[Company Name]

[Company Address]

[City, State, PIN Code]

[Contact Number]

[Email Address]

Sample 2: Salary Certificate Letter for Employee (Loan Application)

[Your Company's Letterhead]

[Date]

To,

[Financial Institution/Bank Name]

[Branch Address]

[City, State, PIN Code]

Subject: Salary Certificate

Dear Sir/Madam,

This is to certify that [Employee's Name], an employee of [Your Company's Name], has been employed with us since [Date of Joining]. As of [Date], their gross salary is as follows:

Basic Salary: ₹ [Amount]

Dearness Allowance (DA): ₹ [Amount]

House Rent Allowance (HRA): ₹ [Amount]

Conveyance Allowance: ₹ [Amount]

Medical Allowance: ₹ [Amount]

Other Allowances: ₹ [Amount]

Total Gross Salary: ₹ [Amount]

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 confirm that all salary payments to the employee have been made through [Mode of Payment] into their bank account with [Bank Name], Account Number: [Account Number].

Please consider this letter as a verification of the employee's salary for the purpose of their loan application with your institution. We assure you that the provided information is accurate to the best of our knowledge.

If you require any further documentation or details, please do not hesitate to contact us at [Contact Number] or [Email Address].

Thank you for your attention to this matter.

Yours faithfully,

[Your Name]

[Designation]

[Company Name]

[Company Address]

[City, State, PIN Code]

[Contact Number]

[Email Address]