Salary Certificate

Issued and signed by the employer. The employee receives a copy.

ORGANISATION | REF. NO. | DATE

ADDRESS

To whom it may concern

Subject: Salary certificate

EMPLOYEE NAME | DESIGNATION | PAN

Component	Monthly (₹)
Basic + DA	
HRA	
Other allowances	
Gross salary	
Deductions (PF, PT, TDS)	
Net salary	

GROSS MONTHLY (₹) | NET MONTHLY (₹) | SALARY CREDITED TO (BANK)

This is to certify that the employee named above draws the salary shown. The figures are based on our payroll records for the most recent month.

SIGNATORY NAME | DESIGNATION | SEAL

Employer

SIGNATURE

PRINTED NAME | DATE