

 **Company Name Company Address:**

Fax #: 555-555-5555

Phone #: 555-555-5555

www.websiteaddress.com

**SALARY CERTIFICATE**

Signature of employee: -------------------------------------

This is to certify that Mr. / Mrs S/o /

D/o / W/o Mr. **-----------------------------------------------------** residing at **---------------------------------------**

# --------------------------------------------------------------------------------------------------------------whose

signature appears above is a permanent employee of --------------------------------------------------------

------------------------------------------------------------------------------------------------------------ (name of

department / institution) and he/she has drawn Pay and Allowances are as follows for the month of (month and year):

|  |  |  |
| --- | --- | --- |
| **GROSS SALARY (Rs.)** |  | **DEDUCTIONS (Rs.)** |
| Basic Pay |  | EPF |  |
| DA |  | Insurance |  |
| HRA |  | Home loan |  |
| Medical Allowance |  | Car loan |  |
| Others / Misc |  | Others / Misc |  |
| **Gross Salary (1)** |  | **Total Deduction (2)** |  |
| **NET SALARY (1-2) = Rs. -----------------------------****(Net Salary Rupees Only)** |

Date of birth : ----------------------------------------------------------

Date of joining in the present employment : ----------------------------------------------------------

Present designation : ----------------------------------------------------------

Date of retirement : ----------------------------------------------------------

This salary certificate issued for : ----------------------------------------------------------

For --------------------------------------------------------

# Signature and Designation of Officer Authorised

**Place: Office Stamp:**

**Date:**