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To whom it may concern

This is to certify that Mr. /Miss/Ms. (name) employee ID (number) is working with our reputed company as an (designation). He/she has been working with us since (date) and proved to be a very dedicated resource who has been very loyal to the company.

We are issuing this letter on the request of our employee and do not hold any liability on behalf of this letter or part of this letter on our company.

His salary particulars are given below:

|  |  |  |
| --- | --- | --- |
| Basic |  | $14,000.00 |
| House Rent Allowance |  | $5,500.00 |
| Conveyance |  | $800.00 |
| Dearness Allowance |  | $2,285.00 |
| Overtime |  | $1,365.00 |
| Other |  | $200.00 |

Manager

 

Your Address here,City, State, Zip code 0000

00-654-123-0987

00 111-654-7890

info@companyname.com

Insert address etc.

Space for text

COMPANY NAME

 SALARY CERTIFICATE