Salary Certificate

Print on company letterhead. Fill in every figure from payroll records, not from memory or the offer letter. Do not issue the certificate until the employee has signed the request and consent section. Keep a copy in the personnel file.

EMPLOYEE REQUEST AND CONSENT

Employee name

Employee ID

Purpose

☐ Bank loan or mortgage ☐ Credit card ☐ Rental or lease application ☐ Visa or immigration
☐ Government benefit or school application ☐ Other

Addressed to (name of bank, landlord, embassy, or "To whom it may concern")

Pay details to include

☐ Gross monthly salary only ☐ Gross and net monthly salary
☐ Full breakdown of pay components ☐ Annual salary

Delivery

☐ Hard copy to employee ☐ PDF to employee ☐ Sent directly to the recipient

I authorize the company to disclose the details above to the named recipient. Date

Date of request

LETTER

[Company Letterhead]

Ref: [Reference Number]
Date: [Date of Issue]

To: [Recipient Name / Organization, or To Whom It May Concern]

Salary Certificate

This is to certify that [Employee Full Name], holder of [passport / national ID / employee ID] number [Number], is employed by [Company Legal Name] as [Job Title] in our [Department] department. [He / She / They] joined the company on [Joining Date] and [is employed on a full-time, permanent basis / is employed on a fixed-term contract ending (date)].

[His / Her / Their] current gross monthly salary is [Currency] [Amount] ([amount in words]), made up as follows:

- Basic salary: [Currency] [Amount]
- Housing allowance: [Currency] [Amount]
- Transportation allowance: [Currency] [Amount]
- Other fixed allowances: [Currency] [Amount]
- Total gross monthly salary: [Currency] [Amount]

[Optional: Net monthly salary after statutory deductions is [Currency] [Amount]. / Annual gross salary is [Currency] [Amount]. / In addition, [he / she / they] is eligible for a variable bonus, which is not guaranteed and is not included in the figures above.]

Salary is paid [monthly / biweekly] by bank transfer to [Bank Name] account ending in [last four digits]. [Include only if requested by the employee.]

This certificate is issued at the request of the employee for the purpose of [Purpose] and does not represent a guarantee or liability on the part of [Company Legal Name] for any obligation the employee may enter into. The information is accurate as of the date of issue.

For verification, please contact [HR Contact Name], [Title], at [Phone] or [Email].

Sincerely,

[Authorized Signatory Name]
[Title]
[Company Legal Name]

[Signature]
[Company Stamp, if used]

HR CHECKS BEFORE ISSUING

- [ ] Employee's signed request and consent is on file
- [ ] Name and ID number match HR records and the employee's identity document exactly
- [ ] Salary figures match the latest payroll run, not the offer letter
- [ ] Allowances listed are fixed and recurring; variable pay is described as not guaranteed
- [ ] Employment status is current (no notice period, pending termination or unpaid leave that should be disclosed if asked)
- [ ] Signatory is authorized to sign salary certificates
- [ ] Copy saved to the personnel file with the reference number