

DD/MM/YYYY

TO WHOMSOEVER IT MAY CONCERN

This is to certify that _____ has been employed by _____ since _____. He/She is currently working as _____ and has been drawing a monthly salary of _____.

The following is a breakdown of _____'s salary:

Basic Salary: _____

Allowances: _____

Total Salary: _____

Deductions: _____

Net Salary: _____

This certificate is being issued at the request of _____ for the purpose of _____.

Sincerely,
