**Format of Salary Certificate**

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
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| **[Employer’s name and address]**  **Date: \_\_\_\_\_\_\_\_\_\_\_**  **To Whomsoever it May Concern**  **This is to certify that \_\_\_\_\_\_\_ (Employee’s name) \_\_\_\_\_ is working with our company as a \_\_\_(position/ role of the employee) \_\_\_\_\_\_\_\_\_\_ since \_\_\_\_(date of joining)\_\_\_\_\_\_. The monthly as well as annual breakup of the salary is summarized hereunder –**   |  |  |  | | --- | --- | --- | | **Particulars** | **Monthly Amount** | **Annual Amount** | | **Basic Pay** | **XXXXX** | **XXXXXX** | | **Dearness Allowance** | **XXXXX** | **XXXXXX** | | **House Rent Allowance** | **XXXXX** | **XXXXXX** | | **Transport Allowance** | **XXXXX** | **XXXXXX** | | **Others** | **XXXXX** | **XXXXXX** | | **Total Cost to Company [CTC]** | **XXXXX** | **XXXXXX** | | **Provident Fund** | **XXXXX** | **XXXXXX** | | **Professional Tax** | **XXXXX** | **XXXXXX** | | **Income Tax (i.e. TDS)** | **XXXXX** | **XXXXXX** | | **Net Salary** | **XXXXX** | **XXXXXX** |   **This certificate is issued on specific request of the employee and the information provided, hereinabove, is true to the best of our knowledge.**  **Sincerely,**  **[Employer’s name and signature] \_\_\_\_\_\_\_\_\_\_\_** |