**Format of Salary Certificate**

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **[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] \_\_\_\_\_\_\_\_\_\_\_** |