[Company\_Name]

[Company\_Address]

[Date]

**To Whom It May Concern**

This is to certify that [Employee's Name] has been employed with [Employer's Name] since [Joining Date] and is currently working as [Designation].

The gross salary of the employee for the month of [Month/Year] is as follows:

| **Gross Salary Calculation** |
| --- |
| Basic Salary | [Amount] |
| House Rent Allowance | [Amount] |
| Transport Allowance | [Amount] |
| Medical Allowance | [Amount] |
| Other Allowance | [Amount] |
| **Gross Salary (Basic + HRA + allowances)** | **[Amount]** |

| **Deductions Calculation** |
| --- |
| Tax | [Amount] |
| Provident Fund | [Amount] |
| Other deductions | [Amount] |
| **Total deductions (add all the above)** | **[Amount]** |

**Net Salary (Gross Salary - Deductions) : [Amount]**

This certificate is being issued upon the request of the employee for [Purpose of Certificate]. We confirm that the above details are true and accurate to the best of our knowledge.

**Sincerely,**

**[HR team]**

**[Company name with official stamp]**

**\*\*\***