

[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	[Amount]

the above)	
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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]
