

# Salary Transfer Letter Format



TO BE TYPED ON COMPANY LETTERHEAD

Date :      /      /       
          DD    MM    YYYY

To:

The Manager  
Citibank N.A., U.A.E.

\_\_\_\_\_  
(Branch)

**Ref: Application for a Personal Loan**

Dear Sir/Madam,

We confirm that Mr./Ms. \_\_\_\_\_ has been an employee of this company since \_\_\_\_\_ . He/She is presently working in the capacity of a \_\_\_\_\_ with a total remuneration of AED \_\_\_\_\_ per month, including only fixed allowances. Moreover, he/she has completed the probation period successfully.

We confirm that we will transfer directly his/her net salary each month into his/her account number \_\_\_\_\_ with you. **We will not transfer his/her salary to any other bank or account unless we get a clearance certificate from you.**

Should the employment cease, the company will notify you accordingly.

We hereby undertake to transfer the End Of Service Benefits to his/her bank account with you as soon as his/her employment with our company ceases.

This letter is issued upon the employee's request and it does not constitute a financial guarantee on our part.

Best Regards,  
For

\_\_\_\_\_  
Manager's Name & Designation  
(Authorized Signatory)  
Company Stamp

\*Please print passport name in letter.