

Company Name

Date: May 23, 2016

This is to certify that Mr./Miss/Mrs. _____ (Name of Employee) _____
_____ (Employee) is working with our esteem organization / company under the title of _____
_____ (Title of employee) since (Date of their inception of job). We found this gentle man
fully committed to his/her job and totally sincere towards this organization / company.

We are issuing letter on the specific request of our employee without accepting any liability on behalf of
this letter or part of this letter on our organization / company.

His Salary particular are given below:

Salary	Amaount
Basic	
House Rent Allowance	
Conveyance	
Domains Allowance	
Overtime	
Sub Total	

Deduction Details	Amount
Employee State Insurance	
Provident Fund	
Professional Tax	
Net Salary	

HR Department

HR Signature

Company Name
&
Date

CEO Signature

Address: Street Name, City, Country, Code.
Phone: +41 4564-666-565
Email: yourmail@gmail.com