

**TO BE TYPED ON COMPANY LETTERHEAD**

DATE:  
The Manager  
CITIBANK N.A.  
Dubai, U.A.E.

**REF: Transfer of Salary to Citibank**

Dear Sir:

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 fixed allowances only. 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 a/c # \_\_\_\_\_ 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.

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

Yours Truly,  
For

**Manager's Name & Designation  
(Authorized Signatory)  
Company Stamp.**

- Please print passport name in letter
- Please stick to the format provided.