

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.