



Company Name

### To Whom It May Concern

This is to certify that Mr. \_\_\_\_\_ s/o \_\_\_\_\_ is employed  
With [Company Name] (Pvt.) Ltd since [DD/MM/YYYY]. He is a permanent employee of the company and  
Serving as [Write here designation of employee]. Currently he is drawing his salary as per following breakup:

Salary Details	Amount
Basic Salary	
House Rent	
Convenience allowance	
Gross Salary (SRN)	

Deduction Details	Amount
Income Tax	
E.O.I.B	
Total	
Net Payable Salary	

This certificate is issued to Mr. Employee on his specific request

### HR Department

Company name here Pvt. Ltd

Company address goes, City, State, and Zip Code.

Phone: (123) 456 7890, (321) 654 9877

mail@websitename.com

www.websitename.com

Dated: [DD/MM/YYYY]

CEO Signatures