

Salary Receipt Letter

XYZ Corporation

1234 Business Blvd

Springfield, IL 62704

Phone: (555) 123-4567

Email: payroll@xyzcorporation.com

Date: October 23, 2024

To Whom It May Concern,

This letter serves as a receipt for the salary payment made to Mr. John Doe, an employee of XYZ Corporation, for the month of October 2024. Details of the payment are as follows:

Employee Details:

Name: John Doe

Employee ID: 987654

Department: Marketing

Position: Senior Analyst

Salary Period: October 1, 2024, to October 31, 2024

Payment Details:

Description	Amount (in USD)
Basic Salary	\$3,000.00

House Rent Allowance	\$1,200.00
Conveyance Allowance	\$300.00
Medical Allowance	\$250.00
Special Allowance	\$150.00
Total Earnings	\$4,900.00
Deductions	
Provident Fund	\$300.00
Income Tax	\$450.00
Professional Tax	\$50.00
Other Deductions	\$100.00
Total Deductions	\$900.00
Net Salary Paid	\$4,000.00

Payment Method: Direct Deposit

Transaction ID: TXN123456789

Mr. John Doe has received the net amount of \$4,000.00, which represents the total payment for his services during the period stated above. This payment includes all the appropriate deductions and contributions as per the company's standard payroll practices.

If you have any questions regarding this payment or need further information, please do not hesitate to contact our payroll department at the details provided above.

Thank you.

Sincerely,

[Signature]

[Printed Name]

Position: Payroll Manager

Contact Information: (555) 123-4567 | payroll@xyzcorporation.com