*[Your company's name, address, and logo]*

*[Date]*

**Salary certificate**

To whom it may concern,

This is to certify that [employee name], holding the position of [job role] with the [department's name] team, is working at [company name] since [joining date] and is earning [₹ xx,xx,xxx] as CTC annually. A breakdown of their monthly and annual salary is given below:

| **Earnings** | **Monthly amount** | **Annual amount** |
| --- | --- | --- |
| Basic pay | ₹ xx,xxx | ₹ x,xx,xxx |
| House rent allowance | ₹ xx,xxx | ₹ x,xx,xxx |
| Fixed allowance | ₹ xx,xxx | ₹ x,xx,xxx |
| Flexible benefit plans | ₹ xx,xxx | ₹ x,xx,xxx |
| **Total CTC** | **₹ xx,xxx** | **₹ x,xx,xxx** |

|  |  |  |
| --- | --- | --- |
| **Deductions** | **Monthly amount** | **Annual amount** |
| Provident fund | ₹ xx,xxx | ₹ x,xx,xxx |
| Income tax | ₹ xx,xxx | ₹ x,xx,xxx |
| Professional tax | ₹ xx,xxx | ₹ x,xx,xxx |
| **Total deductions** | **₹ xx,xxx** | **₹ x,xx,xxx** |

This certificate is issued upon the request of the employee for a legal purpose. We confirm that the information provided is true and accurate to the best of our knowledge.

Sincerely,

*[Employer's name & signature]*