

[Your company's name and logo]

[Date]

Salary certificate

To whom it may concern,

This is to certify that [employee name and ID], is working at [company name] and is earning

[₹ xx,xx,xxx] as CTC annually. The salary breakdown 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
Total CTC	₹ xx,xxx	₹ x,xx,xxx

This certificate is issued at the employee's request for legal purposes. We confirm that the information provided is true as per our records.

Sincerely,

[Employer's name & signature]