**Sample 3:**

*This is to certify that Mr./Mrs./Ms.\_\_\_\_\_ s/d/O\_\_\_\_\_, National Identity number \_\_\_\_\_\_\_\_\_\_ is employed with [Name of the company] since [Date]. He/She is a permanent employee of the company and is serving as [Designation of the employee]. Currently, he/she is drawing a salary as per the following breakup.*

|  |  |
| --- | --- |
| ***Salary Details***  | ***Amount*** |
| *Basic salary* |  *####* |
| *House Rent* |  *####* |
| *Dearness Allowance* |  *####* |
| ***Total earnings*** |  ***####*** |

|  |  |
| --- | --- |
| ***Deduction details*** |  ***Amount*** |
| *State’s Income Tax* |  *####* |
| *Income tax* |  *####* |
| ***Total deductions*** | ***####*** |
|  | ***Total payable salary: ####*** |

*This certificate is issued to [employee name].*

*\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_*

*HR signature CEO Signature*