

To whom it may concern:

This is to certify that MR/MS (employee name) residing at (employee address) and a citizen of (nationality) holding ID number (the employee id number) has been employed with (company name) as a full time employee since (date of joining)

Mr/Ms (employee name) currently holds the position of (job title) in the (department name) department, the details of him/his monthly compensation are as follow:

Basic salary	_____
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Housing allowance	_____
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Transportation allowance	_____
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Other allowances	_____
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Total monthly salary in AED	_____
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Employment status: full time/permanent.

This certificate is issued at the request of Mr/Ms (employee name) for (reasons to get salary certificate)

This certificate is for official use only and should not be altered in any way.

Sincerely