To,

[Name of Recipient]

[Designation of Recipient]

[Name of the Recipient’s Organization]

Date:

**Subject: Salary Confirmation Letter**

Respected Sir/Madam,

Being [mention Designation of Sender] of [mention Company name], I am writing this letter to confirm that Mr./Mrs. [name of the employee for which the salary confirmation letter is written] has been working with our organization as [mention designation of the employee] since [mention year or months since the employee is working for the organization].

His current pay is [mention current salary of the employee both in words and figures] per month. This salary is effective from [mention date]. The salary certificate, attached along with this letter, has been issued on his/her request.

For any queries, you can contact me through the given below details.

Sincerely,

[Sender Name]

[Sender Signature]

[Sender Designation]

[Sender Contact Details]