Illustrative draft — employer verification and authorization required

[authorized organization letterhead]

Reference: [if applicable]

Issue date: [date]

Salary Certificate

This is to confirm that [employee name], employee ID [if applicable], is employed as [job title] in [department] at [organization].

Salary period: [month and year/specific period]

Currency: Bangladeshi Taka (BDT)

Basic salary: [amount]

Included allowances: [description and amounts]

Gross salary: [basic salary plus included allowances]

Total deductions: [description and total amount]

Net amount payable: [gross salary less total deductions]

Net amount in words: [same amount in words]

Purpose of issue: [authorized purpose, if required].

The figures above are prepared from the payroll records for the stated period.

For verification: [authorized institutional email/telephone].

[authorized signatory name and designation]

[signature and seal according to organizational procedure]