

Salary Confirmation Letter From Employer

Subject: Salary Confirmation

Dear [Recipient's Name],

I hope this letter finds you well. I am writing to formally confirm the salary details for [Your Name] as an employee of [Company Name]. This letter serves as an official statement of the agreed-upon salary and employment terms.

Employee Details:

Name: [Your Name]

Position: [Your Position]

Employee ID: [Employee ID, if applicable]

Date of Joining: [Date of Joining]

Salary Details:

Base Salary: [Base Salary]

Payment Frequency: [Monthly/Weekly/Bi-weekly]

Effective Date: [Start Date of Salary]

Additional Benefits:

[Outline any additional benefits or allowances, if applicable]

Deductions:

[Specify any deductions from the salary, such as taxes, insurance premiums, or retirement contributions, if applicable]

Payment Method:

[Specify the preferred payment method, such as direct deposit, check, or any other relevant details]

Salary Review:

[Indicate whether the salary will be subject to review at specific intervals or based on performance, if applicable]

Please note that the salary mentioned above is subject to applicable taxes and deductions as per

the prevailing laws and company policies. Any changes to the salary or employment terms will be communicated to you in writing.

If you have any questions or require further clarification, please do not hesitate to reach out to me or the HR department. We are here to assist you.

We value your contribution to our organization and look forward to a mutually beneficial working relationship. Thank you for your dedication and commitment.

Yours sincerely,

[Your Name]

[Your Position]

[Company Name]