

Date: [DD Month YYYY]

Ref: [HR/SC/_____]

TO WHOM IT MAY CONCERN

CONFIRMATION OF EMPLOYMENT AND SALARY

This is to certify that **[Employee Full Name]** (NIC No. [xxxxxxxxxV / xxxxxxxxxxxx]) is employed at **[Company Name]** as a **[Designation]** on a permanent basis, and has been employed with us since **[Start Date]**.

[His/Her] current monthly remuneration is as follows:

Basic salary: **LKR [Amount]**

Fixed allowances: **LKR [Amount]**

Gross monthly salary: **LKR [Amount]**

This letter is issued at the request of the employee for the purpose of [a bank loan application / a visa application], and does not constitute a guarantee or undertaking by the Company in respect of any obligation of the employee.

For any clarification, please contact the undersigned on [phone] or [email].

Yours faithfully,

.....

[Name of Authorised Signatory]

[Designation]

[Company Name]

[Company Seal]