

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]**, and has been employed with us since **[Start Date]**.

[His/Her] gross monthly salary is **LKR [Amount]**.

This letter is issued at the request of the employee for whatever legitimate purpose it may serve.

Yours faithfully,

.....

[Name of Authorised Signatory]

[Designation]

[Company Name]

[Company Seal]