sample of salary certificate
request for salary certificate

**Salary Certificate Format: How to Write a Perfect One with Templates**

Doubtless, requesting a salary certificate is a part-and-parcel task for all HR specialists. The certificate is used for financial purposes such as obtaining a bank loan, buying a property, or other financial transactions.

The format of the salary certificate and the language used (Arabic or English) varies according to the official language used in communication within the organization and the language used in the salary certificate request, as some companies do not accept the salary certificate in Arabic and vice versa.

In this article, you will learn what a salary certificate is, how to write it, and the perfect format for it in Arabic and English in Word and PDF files ready for download and use.

Useful Links:

**What is a salary certificate?**

A salary certificate is an official document you obtain from the human resources or finance department within an organization and may also be called a payroll certificate or salary slip.

This document contains all the employee's "financial" information, including salary (net salary, total, allowances, discounts, and incentives), insurance, taxes, date of appointment, and promotions.

The salary certificate always includes the company name, date of joining, and job title.

There are many objectives of the salary certificate application. Still, it is often required to obtain bank loans, as the bank determines the value of the loan and the employee's ability to pay according to his average salary.

**Essential Details to Mention in Your Salary Certificate**

The salary certificate format and the details mentioned vary according to each employer and recipient. However, there is essential information that guarantees to format of the perfect salary certificate:

* Name of the employee
* Employee ID
* Designation
* Department
* Break-up of salary
* Basic Salary
* List of all Allowances
* List of all Deductions
* Employment Status (Temporary or Permanent)
* Total Allowances
* Date of joining
* Address
* Authorized Signatory

**Salary Certificate Template in Arabic**

Here you can download a salary certificate form in Arabic, add your information and use it immediately. This salary certificate form includes the company name, employee data, the recipient's name with his salary details, deductions, and net monthly salary.

Salary certificate forms (To Whom It May Concern) in Arabic ready for use

**Salary Certificate in UAE**

**Why is the salary certificate required in the UAE?**

One country where employees request the most salary certificate is the UAE. It is used to process many transactions, including obtaining loans, completing transactions, obtaining a passport, and issuing or renewing lease contracts. It is also always requested as a document that facilitates access to government services such as electricity, water, and communications.

**Salary Certificate Format in UAE**

Here is a sample salary certificate in English, ready to be copied and modified to get your salary certificate quickly:

Date / /

To whom it May concern

We witness a company / institution / department …………

That the below-mentioned employee has worked for it from the date of / /

He is still working until the date of this certificate

Employee Name :

Job number:

Total salary :

This letter is issued upon the request of the employee.

Signature/

**Download Salary Certificate Sample Word | Excel | PDF**

**Salary Certificate Format - Conclusion**

The writing and format of the salary certificate may differ for each organization. Still, all agree that it is an official document that includes all the financial details about the employee's monthly salary. A salary certificate should always be clear, simple in design, easy to read, and primarily serve official purposes. Use the above forms, configured for each goal, to meet the recipient's requirements and get your application approved.