

Salary Transfer Letter Format



TO BE TYPED ON COMPANY LETTERHEAD

Date : / /
 DD MM YYYY

To:

The Manager
Citibank N.A., U.A.E.

(Branch)

Ref: Application for a Personal Loan

Dear Sir/Madam,

We confirm that Mr./Ms. _____ has been an employee of this company since _____ . He/She is presently working in the capacity of a _____ with a total remuneration of AED _____ per month, including only fixed allowances. Moreover, he/she has completed the probation period successfully.

We confirm that we will transfer directly his/her net salary each month into his/her account number _____ with you. **We will not transfer his/her salary to any other bank or account unless we get a clearance certificate from you.**

Should the employment cease, the company will notify you accordingly.

We hereby undertake to transfer the End Of Service Benefits to his/her bank account with you as soon as his/her employment with our company ceases.

This letter is issued upon the employee's request and it does not constitute a financial guarantee on our part.

Best Regards,
For

Manager's Name & Designation
(Authorized Signatory)
Company Stamp

*Please print passport name in letter.