

Salary Certificate



Name of employee	<input type="text"/>		
Position held	<input type="text"/>		
Business name	<input type="text"/>		
Business address	<input type="text"/>		
Date employment commenced	<input type="text"/>		
Does the role allow for remote working	<input type="text"/>		
Nature of employment term	Permanent <input type="checkbox"/>	Contract <input type="checkbox"/>	
If contract in nature, contract term (in months)	<input type="text"/>	Expiry date:	<input type="text"/>
Is the employee on probation	<input type="text"/>	Expiry date:	<input type="text"/>
Payment frequency	<input type="text"/>		

	Amount	Guaranteed (Y/N)	Last year	Previous year
Annual basic	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Annual car allowance	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Annual bonus	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Annual commission	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Annual overtime	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Annual shift allowance	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

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Is the employee on a salary scale

Date of next salary review

If yes, what is the next point up in the employee's salary scale

What is the maximum of the scale

Are these salary scales guaranteed

I confirm that the information provided in this document is accurate and complete.

Name (printed)

Position held

Signature

Date

Company Stamp