
UAE Salary Certificate Format

An employer-issued sample letter for common bank, visa and administrative use.

When to use it

A salary certificate is usually requested when an employee applies for a bank account or loan, a visa, or a tenancy, and needs their employer to confirm employment and salary.

Sample (edit the [bracketed] parts)

[Company Letterhead]

Date: [Date]

To Whom It May Concern / [Recipient Name],

Subject: Salary Certificate

This is to certify that Mr./Ms. [Employee Name], holding passport no. [xxxxxx] and Emirates ID [xxx-xxxx-xxxxxxxx-x],

has been employed with [Company Name] as [Designation] since [Join Date].

Their current monthly salary is as follows:

Basic salary: AED [amount]

Housing allowance: AED [amount]

Transport allowance: AED [amount]

Other allowances: AED [amount]

Total monthly salary: AED [total]

This certificate is issued upon the employee's request for [purpose] and does not create any liability on the company.

For [Company Name]

[Authorized Signatory]

[Designation]

[Signature and company stamp]

Notes

- This is a sample only, not an official government form.
- Issue it on the company's official letterhead, signed and stamped.
- Exact wording and required figures usually depend on the receiving bank, authority or landlord.
- A salary certificate is usually valid for a limited period.
- There is no guarantee that any bank or authority will accept it.

This is a sample/preparation document for general use. It is not an official government form and is not employment, immigration or legal advice. The exact wording should be confirmed with the employer, recipient, bank, authority or consultant before use. Last reviewed: 3 July 2026.