

Salary Transfer Letter (UAE): Sample

Many banks give the employer their own salary transfer form. Use the bank form if there is one; use this sample only where the bank accepts a letter on company letterhead. The employer, not the employee, signs and stamps it.

[Company Letterhead]

Date: [DD/MM/YYYY]

To: The Manager

[Bank Name], [Branch]

Subject: Salary transfer letter for [Employee Full Name]

Dear Sir or Madam,

This is to confirm that [Employee Full Name], a [Nationality] national, holder of passport number [Passport No.] and Emirates ID [Emirates ID No.], has been employed with [Company Name] as [Job Title] since [Joining Date], with a gross monthly salary of AED [amount], inclusive of all allowances. [His/Her] accrued end-of-service benefits are currently AED [amount].

At the request of the employee, we will credit [his/her] monthly salary to account number [Account No.], IBAN [IBAN], with your bank, starting from [Month, Year]. We undertake not to transfer the salary to any other bank until we receive a clearance letter issued by you.

Should the employment end while any facility with you is outstanding, we will inform you and transfer [his/her] end-of-service benefits and final settlement to the same account.

This letter is issued at the request of the employee and does not constitute a guarantee or any financial obligation on our part.

For [Company Name]

[Authorised Signatory Name] | [Title]

[Signature and Company Stamp]

This is a general sample for information only. It is not legal advice and not an official government form. Adapt it to your contract and your situation, and check current requirements with the relevant authority or employer before use. Last reviewed: 21 September 2026.