

Salary Certificate



Name of employee				
Position held				
Business name				
Business address				
Date employment commenced				
Does the role allow for remote working				
Nature of employment term	Permanent	<input type="checkbox"/>	Contract	<input type="checkbox"/>
If contract in nature, contract term (in months)		Expiry date:		
Is the employee on probation		Expiry date:		
Payment frequency				
	Amount	Guaranteed (Y/N)	Last year	Previous year
Annual basic				
Annual car allowance				
Annual bonus				
Annual commission				
Annual overtime				
Annual shift allowance				

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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