

# 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: Transfer of Salary to Citibank**

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 of the aforementioned individual cease while the loan availed through Citibank remains outstanding, the company will notify you accordingly.

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.