

Instructions to follow while submitting an employer letter:

1. Submit an employer letter on the original letterhead of the company
2. Write or type the requested information on the original letterhead of the company by using the format given.
3. Please submit all the requested information

Specimen for Employer Letter

To,
Tata Trusts

We would like to inform you that Mr./Mrs./Miss (please mention full name), is employed with the (name of the company) since (date of joining) as a (designation).

The company has issued / is not issued "Form 16 / Salary Slips" to our employees as (if not issued, mention the reason why the same has not been issued).

Details for the financial year **2024-25** are as follows:

Particulars (Please mention the relevant salary components under this filed, such as basic pay, travel allowance etc)	Annual Gross Income (Rs.)	Annual Net Income (Rs.)
TOTAL		

We declare that the information furnished by (name of the company) to the Tata Trusts is True and correct.

Yours sincerely,

Name & Signature
Contact Details