

SPECIMEN SALARY TRANSFER LETTER

(to be typed on company letterhead)

To: The Manager
HSBC Bank Middle East
P O Box 66
_____ Branch
(Emirate)
UAE

Dear Sir,

Re: Application for opening salary transfer account / Loan and/or Overdraft*

Employee name:
Designation:
Date of joining:
Employment Status: Confirmed_____ Under Probation_____

Gross Monthly Salary**:
Overtime / Variable allowances:
Accommodation: Provided by Co:_____ Not provided by Co:_____

Gratuity/Termination benefits: _____

Bank Account no: _____

This is to certify that the above mentioned person is employed with us. We are under instruction from this employee to credit his salary to his account with you every month and will continue to do so until a clearance certificate from you.

*We are aware that you are extending a loan/overdraft to this employee on the strength of this letter. Should the employment cease while the loan/overdraft is outstanding, we will notify you accordingly. We confirm that his termination benefits after recovering our dues, will be forwarded to you, in the event that the employee fails to repay the loan/overdraft. Please note that this letter does not constitute a guarantee on our part towards repayment of this loan/overdraft.

Yours faithfully,

Authorized Signatory
For and behalf of _____ (Company stamp required)
Designation _____

* This paragraph should be mentioned only if applicant is applying for a loan/or an overdraft
** Including housing and other fixed allowances