1. **Mẫu đơn xin xác nhận lương bằng tiếng Anh**

Social Republic of Vietnam
Independent – Freedom – Happiness
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**SALARY CONFIRMATION LETTER**

Dear Board of Directors of (Company name).............................................................................

My name is ....................................................................................................................................

DOB:.............................................................................................................................................

ID Number:........................ Issued date:......................... Issued place:............................................

Permanent Address:........................................................................................................................

Temporary Address:.......................................................................................................................

Home phone:.......................................................................... Cell phone:……………………………

Currently working at: (Company name).........................................................................................

Address:.........................................................................................................................................

Phone:............................................................................................................................................

Department:....................................................................................................................................

Position: .........................................................................................................................................

Type of payment:        .... By cash                                ...  By transferring into account

|  |  |  |  |
| --- | --- | --- | --- |
| MonthType of Income | Month…….. | Month…….. | Month…….. |
| **Basic Salary** | ……………… | ……………… | ……………… |
| Fixed Income:* Telephone
* Lunch
* Experience
* Foreign Languages
 | ……………………………………………………………………………… | ……………………………………………………………………………… | ……………………………………………………………………………… |
| Other income:* Commission
* Productivity Allowance
* Business Allowance
* Diligence Allowance
 | ……………………………………………………………………………… | ……………………………………………………………………………… | ……………………………………………………………………………… |
| **Total Income** | ……………… | ……………… | ……………… |
| Income Deduction:* Social Insurance
* Health Insurance
* Unemployment Insurance
* Personal Income Tax
* Labour Union Fee
 | ……………………………………………………………………………… | ……………………………………………………………………………… | ……………………………………………………………………………… |
| **Net Income** | ……………… | ……………… | ……………… |

I am now respectfully writing this letter in order to seek for the confirmation from the Board of Directors (or Company) that all the information above is correct.

Purpose: to implement the loan application at Bank Company Limited.

                                                                  ………, day … month … year ……

Confirmation from Company                                               Applicant
(Signature, Full name, Stamp, Position)                          (Signature with Full name)

1. **Mẫu đơn xin xác nhận lương bằng Song ngữ:**

**CỘNG HÒA XÃ HỘI CHỦ NGHĨA VIỆT NAM**

***SOCIALIST REPUBLIC OF VIETNAM***

**Độc lập – Tự do – Hạnh phúc**

***Independence – Freedom – Happiness***

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**XÁC NHẬN MỨC LƯƠNG**

***CERTIFICATE OF SALARY***

**Kính gửi: Cơ quan hữu quan**

***To whom it may concern***

**Theo đề nghị của *(As the suggestion of):***

Ông/Bà *(Mr/Mrs/Ms)* :

Ngày sinh *(Date of birth)* :

Số CMND *(ID No.)* :

**Chúng tôi xác nhận các thông tin sau *(We confirm the following information)*:**

1.     Vị trí công tác :

 *Position :*

2.     Phòng/Ban :

 *Department :*

3.     Thời gian làm việc :

 *Working time :*

4.     Loại hợp đồng lao động :

 *Labor contract type :*

5.     Mức lương hiện tại :

 *Current salary :*

**Trân trọng (Best regards).**

*…, ngày … tháng … năm ...*

*…, date ... month ... year ...*

|  |  |
| --- | --- |
|  | **ĐẠI DIỆN CƠ QUAN*****COMPANY REPRESENTATIVE***(Ký tên và đóng dấu)*(Signed and sealed)* |