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

|  |  |  |  |
| --- | --- | --- | --- |
| Month Type 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)* |