

Bonafide Certificate for Employee

To,

The HR Manager,
[Organization Name]

Subject: Application for Bonafide Certificate

Respected Sir/Madam,

I am writing to request a bonafide certificate. I, Mr./Ms. [Your Name], currently employed as [Mention Your Job Profile] at your esteemed organization since [Joining Year]. I am presently drawing a monthly salary of ₹[Amount] (approx.).

I require the bonafide certificate for the purpose of [mention your reason, e.g., opening a bank account, applying for a loan, visa application, etc.]. Kindly issue it at the earliest.

We confirm that the above details are true to the best of our knowledge.

Thank you.

Sincerely,

Date: [DD/MM/YYYY]

Place: [City]