

SPECIMEN of SALARY TRANSFER LETTER (STL)
ON EMPLOYER'S LETTER HEAD

Emirates NBD
P. O. Box 777,
Dubai,
U. A. E.

Date:

Dear Sir,

Subject: Salary Transfer Letter

Employee Name	
Job Title	
Date of Joining	
Gross Salary per month (in AED)	
Accrued Gratuity/Terminal Benefits (in AED)	

This is to certify that above named person is employed with us. We are under instruction from him/her to credit his/her salary to the Bank Account number _____ with you every month starting from _____. We also undertake not to transfer the salary to any other Bank until we receive a clearance certificate issued by you.

We are aware that you will be extending a Loan / Overdraft / Credit Card to him/her on the strength of this letter. Should the employment cease while the Loan / Overdraft / Credit Card is outstanding; we will notify you accordingly. We confirm that his/her terminal benefits, after recovering our dues, will be forwarded to you in the event that the employee fails to repay the Loan/Overdraft/ Credit Card dues.

Please note that this letter does not constitute a guarantee on our part towards repayment of Loan/ Overdraft / Credit Card.

Yours faithfully,

Authorised Signatory

Name and Designation of the Authorized Signatory, with the company stamp