

# Salary certificate

## About the employee

This is to confirm that Mr. or Ms.

whose birth identification number is \_\_\_\_\_ and whose birth date is \_\_\_\_\_ does work for us.

## About the employer

By "for us", we mean \_\_\_\_\_,

ID No. \_\_\_\_\_ with its seat at \_\_\_\_\_.

## On the working relationship

The employee has been working at our firm since \_\_\_\_\_,

currently holding the position of \_\_\_\_\_.

being with us ☐ for an unlimited time period ☐ for a limited time period until \_\_\_\_\_

working under ☐ a full-fledged employment agreement

☐ a limited contract for services (DPP, or "agreement to complete a job")

☐ a sideline agreement (DPČ, or "agreement on work activities")

☐ another arrangement \_\_\_\_\_

You may also be interested to learn that, at present, the employee is

☐ still within their trial period

☐ has been given notice of termination or we are in discussions on their termination.

## Information on the employee's income

At present, the employee draws a **gross monthly salary** of \_\_\_\_\_ currency: \_\_\_\_\_.

Translated **into take-home pay**, for **the past three months** this was

for the month of \_\_\_\_\_

for the month of \_\_\_\_\_

and for the month of \_\_\_\_\_

The employee's average net income for the past 12 months, i.e., from \_\_\_\_\_

until \_\_\_\_\_, was \_\_\_\_\_.

We pay them ☐ in cash ☐ into their account No. \_\_\_\_\_

and their salary ☐ is not subject to any withholdings ☐ is subject to withholdings of \_\_\_\_\_,

because of \_\_\_\_\_ (court order, garnishments, voluntary arrangement, other, ...).

## More about the person who issued this certificate

The person in charge who issued this certificate goes by the name of \_\_\_\_\_,

and if anything is unclear, feel free to reach out to them by phone, at \_\_\_\_\_.

Date of issue \_\_\_\_\_

Signature \_\_\_\_\_ Employer's stamp \_\_\_\_\_