

**EMPLOYER'S LETTER**

The Manager

Date .....

Consumer Credit Division  
National Development Bank PLC  
Company Reg. NO. PQ 27  
P.O.Box.1825, No. 40, Nawam Mawatha, Colombo 2

Dear Sir,

Loan to **Ms.** / / .....

Holder of the NIC No .....

EPF No./EMP No. ....

**Under Personal Loan scheme**

At the request of the above named officer of our institution, we hereby certify and confirm the following.

a. The applicant..... in our regular employment since ..... is/is not confirmed in employment since .....and currently holds the position of .....drawing a regular gross monthly emolument/salary of Rupees ..... per month.

b. The total deductions from the salary for the month of ..... 20 .....were as follows.

- i) Basic salary :.....
- ii) Allowances
  - (1) Fixed Allowances :.....
  - (2) Variable Allowances :.....
- iii) Gross Salary :.....
- iv) Deductions :.....  
(Please specify)
- v) Net Salary :.....

c. As per his/her request we hereby irrevocably undertake to remit to you the total residue salary of this officer to the credit of his/her Account No ..... at your Bank, at No.40, Nawam Mawatha, Colombo 2 commencing from .....and continue to do so until further notice in writing is received from your Bank.

d. In the event the applicant officer is absent without leave for more than 7 days or resigns or we terminate his/her service prematurely during the tenure of the loan or any other event which may adversely affect this arrangement for recovery of the facility granted to him/her by your Bank, takes place, we hereby undertake to advise you the position promptly and shall not change this arrangement without the prior written consent of the Bank.

Yours faithfully,

.....  
(Signature of Authorised Signatory on Rubber stamp)

Name ..... Contact No .....