

To

The Branch Manager

State Bank Of India

_____ Branch

Dear Sir,

Date :

Sri/Smt. _____

Employee of _____ department

Employment No _____

We certify that Sri/Smt _____ is a permanent employee

Of this organization and is presently posted at

_____ (Department)

He is drawing monthly salary from this Department.

We request you to convert the account _____ to a Railway Salary package (RSP)

As per the Banking arrangement .

The instruction will be effective for the period until further instruction is issued from the

Department.

Yours faithfully

Signature of official

(with seal)