

Date: _____

To,

HR Manager

_____ (Company Name)

_____ (Company Address)

Subject: Salary Advance Deduction Authorization Letter

Dear Sir/Madam,

I, _____ (Employee Name), holding the position of _____
(Designation) in the _____ (Department), Employee ID: _____,
hereby acknowledge the receipt of an advance salary amounting to Rs. _____ (Amount in words:
_____) on _____ (Date).

I authorize the company to deduct the aforementioned advance from my salary in _____ (Number of
Installments) equal installments, starting from the salary payable for the month of _____.

Kindly consider this letter as my formal consent for the said deduction as per the terms and policies of the
company.

Thank you for your support.

Sincerely,

(Employee Signature)

(Employee Name)

(Employee ID)

Important Notes:

- Ensure all details are accurate and match company records before signing.
- Specify the installment period and amount clearly to avoid confusion.
- This document serves as formal consent for deduction from salary.
- Retain a signed copy for both employee and HR records.
- Check company policy for any additional requirements or approvals.