

# Employee Advance Salary Payment Application

Date: \_\_\_\_\_

To,  
The HR Department,  
[Company Name]  
[Company Address]

Subject: Application for Advance Salary Payment

Respected Sir/Madam,

I am \_\_\_\_\_ (Employee ID: \_\_\_\_\_), working as \_\_\_\_\_ in the \_\_\_\_\_ department.

I am writing to kindly request an advance on my salary amounting to Rs. \_\_\_\_\_ due to [state reason, e.g., personal/medical/emergency expenses]. I request that this amount be adjusted/deducted from my forthcoming salary as per company policy.

I assure you that this is a one-time request and I will abide by all company regulations regarding advance salary payments. Kindly consider my application and oblige.

Thank you very much for your consideration.

Yours sincerely,

\_\_\_\_\_

Employee Signature

Name: \_\_\_\_\_

Employee ID: \_\_\_\_\_

Department: \_\_\_\_\_

## Important Notes:

- Advance salary applications are subject to company approval as per policy.
- Specify valid reasons and accurate details in your request.
- Usually, the advance amount is adjusted in installments from upcoming salary payments.
- Incomplete applications may be delayed or rejected.
- Retain a copy of your application for your records.