

**[Company Name]**  
**Advance Salary Request for Payroll Processing**

**Date:**

\_\_\_\_\_  
**Employee Name:**

\_\_\_\_\_  
**Employee ID / Code:**

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

\_\_\_\_\_  
**Designation:**

\_\_\_\_\_  
I,

\_\_\_\_\_  
, request an advance of

\_\_\_\_\_  
from my upcoming salary for the month of

\_\_\_\_\_  
Reason for Advance Salary Request:

\_\_\_\_\_  
**Requested Advance Amount:**

\_\_\_\_\_  
**Repayment Duration / Deductions Plan:**

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Manager / HR Approval

**Important Notes:**

- Advance salary requests are subject to management approval and company policies.
- Please provide valid reasons and supporting documents where required.
- Only one advance request may be approved within a specified period (as per policy).
- All advance amounts will be deducted from subsequent salary payments based on the agreed schedule.
- Incorrect or incomplete forms may result in delays in processing.