

**[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.