

Advance Salary Request with Repayment Agreement

Employee Details

Name: John Doe
Employee ID: EMP123456
Department: Finance
Designation: Accountant

Advance Salary Request

Requested Amount: \$2,000
Date of Request: June 10, 2024
Reason for Advance: Medical Emergency

Repayment Agreement

I, **John Doe**, hereby request an advance on my salary amounting to **\$2,000**. I agree that this amount will be deducted from my salary in **four (4) equal monthly installments** of **\$500** each, starting from my next salary date.

I understand and agree that if my employment with the company ends before the advance is fully repaid, the outstanding amount will be deducted from my final settlement or otherwise reimbursed by me.

I affirm that the information provided above is accurate and complete to the best of my knowledge.

Employee Signature

Date: _____

Manager/HR Approval

Date: _____

Finance Department

Date: _____

Important Notes

- This agreement is binding until the full repayment of the advance.
- Advance requests are subject to company policy and approval.
- The company reserves the right to adjust installment amounts if required.
- Final settlement adjustments apply in case of resignation or termination.

- Providing false information may lead to disciplinary action.