

ABC Corporation Ltd.
456 Main Street, New City
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Email: hr@abccorp.com

Date: [2024-07-02]
Memo No.: ADV/2024/045

Employee Advance Salary Request Memo

To:
The Human Resource Department
ABC Corporation Ltd.

I, the undersigned, hereby request an advance on my salary for the month of [Month/Year] due to [State Brief Reason, e.g., "unforeseen personal expenses"]. Below are my details for your reference:

Employee Name	[Enter Name]
Employee ID	[Enter ID]
Designation	[Enter Designation]
Department	[Enter Department]
Amount Requested	[Enter Amount]
Reason for Advance	[Enter Reason]

I understand that the advance amount will be deducted from my future salary payments as per company policy, and I agree to the terms and conditions outlined in the company's advance salary procedure.

I kindly request your approval for this advance at the earliest.

[Employee Signature]
[Employee Name]
[Date]

Authorized Approval (HR/Manager)
[Name & Signature]
[Date]

Important Notes:

- Advance salary requests should be genuine and accompanied by appropriate justification.
- The sanctioned amount will be subject to company policies and eligibility.
- Repayment terms and schedule will be as per the company's rules stated in the HR policy manual.
- Misrepresentation of facts may lead to disciplinary action.
- Retain a copy of this memo for your records.