

**ABC Corporation Ltd.**  
456 Main Street, New City  
Tel: (123) 456-7890  
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:

<b>Employee Name</b>	[Enter Name]
<b>Employee ID</b>	[Enter ID]
<b>Designation</b>	[Enter Designation]
<b>Department</b>	[Enter Department]
<b>Amount Requested</b>	[Enter Amount]
<b>Reason for Advance</b>	[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.

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[Employee Signature]  
[Employee Name]  
[Date]

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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.