

# Advance Salary Application Form

## Employee Details

Full Name

Employee ID

Department

Designation

Date of Joining

## Advance Salary Details

Advance Amount Requested

Reason for Advance

Proposed Repayment Plan

Date of Application

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Employee Signature

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Manager/HR Approval

### Important Notes:

- This form should be filled out completely and honestly to avoid delays in processing.
- Submission of this application does not guarantee approval; each request will be reviewed as per company policy.
- Supporting documents (if any) should be attached to strengthen your application.
- Employees are responsible for adhering to the agreed repayment plan.
- Misrepresentation or misuse of the advance may result in disciplinary action.

