

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

Employee Signature

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.

