

Advance Salary Request Form

Employee Name

Designation

Employee ID

Department

Date of Request

Advance Amount Requested

Reason for Advance

Employee Signature

Manager Approval

HR Approval

- Advance salary requests are subject to company policies and management approval.
- All details provided must be accurate; false information may lead to rejection.
- Advance amount will be deducted from the upcoming salaries as per agreed terms.
- Attach supporting documents if required by your department or HR.
- Submission of this form does not guarantee approval of the requested amount.