

# Advance Salary Request Form

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Employee Name

Designation

Employee ID

Department

Date of Request

Advance Amount Requested

Reason for Advance

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Employee Signature

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Manager Approval

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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.