

Salary Advance Request & Approval Form

Employee Information

Employee Name	<hr/>
Employee ID	<hr/>
Department	<hr/>
Designation	<hr/>
Date of Request	<hr/>

Advance Salary Details

Requested Amount	<hr/>
Reason for Advance	<hr/>
Repayment Plan	<hr/>
Previous Advances (if any)	<hr/>

Employee Declaration

I hereby declare that the information provided is true and correct. I understand that the advance amount will be deducted from my upcoming salary as per company policy.

Employee Signature Date: _____
HR Department Date: _____
Manager Approval Date: _____

Important Notes

- Salary advance requests are subject to company policies and management approval.
- Incomplete forms or insufficient supporting reasons may lead to rejection of the request.
- Advance amounts will be recovered through automatic salary deductions.
- Repeated requests within a short period may not be entertained.
- This form must be duly signed and submitted to the HR department.