

# Salary Advance Request & Approval Form

## Employee Information

Employee Name	_____
Employee ID	_____
Department	_____
Designation	_____
Date of Request	_____

## Advance Salary Details

Requested Amount	_____
Reason for Advance	_____
Repayment Plan	_____
Previous Advances (if any)	_____

## 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.