

# Employee Salary Advance Form

## Employee Information

Employee Name

Employee ID

Department

Position

## Advance Details

Date of Request

Advance Amount

Reason for Advance

Repayment Period (months)

Repayment Method

Select

## Authorization

Employee Signature

Date

Manager/HR Signature

Date

## Important Notes

- Salary advance is subject to company approval and policy eligibility.
- False information may result in disciplinary action.
- Advance must be repaid according to the agreed schedule.
- This form does not guarantee approval of the requested advance.
- Retain a copy for your records after submission.

