

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

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.

