

Salary Advance Request Document

1. Employee Details

Employee Name: _____

Employee ID: _____

Department: _____

Designation: _____

2. Advance Details

Amount Requested: _____

Purpose of Advance: _____

Date of Request: _____

3. Repayment Plan

Number of Installments: _____

Proposed Deduction Start Date: _____

4. Employee Declaration

I hereby declare that the above information is true and correct to the best of my knowledge. I agree to the proposed mode of repayment and authorize the necessary deductions from my salary.

Employee Signature: _____

Date: _____

5. Approvals

Supervisor/Manager Name: _____

Signature: _____

Date: _____

HR/Admin Approval: _____

Date: _____

Important Notes

- Salary advance requests are subject to company policies and approval.
- Ensure all sections are completed accurately before submission.
- Provide valid reasons and supporting documents if required.
- Repayment terms must be agreed upon before the advance is processed.
- Company reserves the right to reject or modify the request based on circumstances.

