

[Company Name]

[Company Address Line 1]

[Company Address Line 2]

[City, State ZIP]

Date: [DD/MM/YYYY]

To,

[Employee Name]

[Employee ID]

[Designation]

[Department]

Subject: Sanction of Salary Advance

Dear [Employee Name],

With reference to your request dated [Request Date], we are pleased to inform you that your application for a salary advance has been reviewed and duly sanctioned by the management.

The details of the sanctioned advance are as follows:

- Amount Sanctioned: Rs. [Amount]
- Repayment Period: [Number of] months
- Monthly Deduction: Rs. [Deduction Amount]
- Effective from: [Month, Year]

The advance amount will be credited to your salary account within [Number] working days. Please note that the above deductions will be made from your monthly salary starting from the above mentioned month until the advance is fully recovered.

Kindly acknowledge receipt and acceptance of the above terms.

Regards,

Authorized Signatory

[Name]

[Designation]

[Company Name]

- A salary advance is typically provided in case of emergency or need and is subject to management approval.
- The terms of repayment and amount must be clearly acknowledged by the employee.
- Interest, if any, and consequences for default should be mentioned as per company policy.
- This letter should be retained in the employee's HR file for future reference.
- Any changes or amendments must be documented and communicated in writing.