

# Salary Advance Request Form

Employee Name

Employee ID

Department

Designation

Date of Request

Advance Amount Requested

Reason for Request

Repayment Period (Months)

Salary Month To Deduct From

Employee Signature

Date

Manager/HR Approval

- Salary advances are subject to approval by management or HR and may not be granted in all cases.
- The amount and repayment terms must be clearly agreed upon before disbursement.
- Misrepresentation of information on this form can lead to disciplinary action.
- All salary advances are considered loans and will be recovered as per the company's policies.
- Please attach any supporting documents relevant to your request if applicable.