

Salary Advance Request

For Personal Reasons

Date:

To:

HR Manager / Finance Department

From (Employee Name):

Employee ID:

Department:

I hereby request a salary advance for personal reasons. The details of my request are as follows:

Requested Advance Amount:

Reason for Advance:

Preferred Repayment Period:

I understand that this amount will be deducted from my future salary as per the company's policies and procedures. I assure you that this request is made due to genuine personal circumstances.

Employee Signature:

For HR/Finance Use Only:

Approved / Not Approved

Date:

Important Notes:

- Salary advance requests are subject to company policy and approval.

- Clear reasons and repayment period must be provided for processing.
- This form is for personal reason advance requests; supporting documents may be required.
- Multiple requests within a short period may not be entertained.
- Repayment will be deducted directly from employee's salary as agreed.