

# Salary Advance Request

## With Repayment Schedule

Employee Name:	_____	Employee ID:	_____
Department:	_____	Designation:	_____
Date of Request:	_____	Requested Advance Amount:	_____
Reason for Advance:	_____		

## Repayment Schedule

Installment No.	Repayment Amount	Repayment Date	Status
1	_____	_____	Pending
2	_____	_____	Pending
3	_____	_____	Pending

## Declaration by Employee

I hereby request a salary advance as detailed above and agree to repay the amount according to the specified schedule. I authorize deduction from my salary as per the repayment plan.

\_\_\_\_\_  
Employee Signature & Date

\_\_\_\_\_  
Manager/HR Approval & Date

## Important Notes:

- This request is subject to company approval and policies regarding salary advances.
- Repayment will be made through automatic deduction from the employee's salary.
- Failure to repay may result in disciplinary action as per company policy.
- All information provided must be accurate and verifiable.
- A copy of this form will be kept in the employee's HR file.