

# Employee Salary Advance Application

Employee Name

Enter your full name

Employee ID

Enter your employee ID

Department

Enter your department

Designation

Enter your designation

Date

Advance Amount Requested

Reason for Salary Advance

Briefly state the reason for requesting a salary advance

## Declaration

I hereby declare that the information provided above is true and accurate to the best of my knowledge. I agree to abide by the company's salary advance policy and authorize the company to recover the advance amount from my future salary payments as per policy.

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Employee Signature

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Date

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## Important Notes

- Salary advance requests are subject to management approval and company policy.
- The amount and repayment schedule will be determined in accordance with company rules.
- Frequent or unjustified advance requests may lead to rejection or disciplinary action.
- This document should be retained in HR records for future reference.