

# Employee Salary Advance Application

Employee Name

Employee ID

Department

Designation

Date

Advance Amount Requested

Reason for 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

## 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.