

To

The Krisumi Hr. Team
Krisumi Corporation Pvt Ltd

Subject - Advance against Salary

Dear Sir,

With due estimation and respect, I am writing this application in true hope that my request will be contended. I am in grave need of 20,000 rupees for my Personal Problem. I want you to grant me this amount of advance from my salary. My personal problem this month and all of events took place sudden. Families are where we experience our biggest triumphs and our deepest vulnerabilities. It is all about being there for each other and I want to make her very special for her. Please consider my request and I shall never forget your supportive attitude

Kindly Deduct 5000 From My Salary Stating from Nov 2021 to Feb- 2022.

Yours Truly,

Hitesh
Des . Driver
Krisumi Corporation Pvt Ltd

Signature

Hitesh

forwarded to HR for further approval.

[Signature]
9/11/21

OK as a special case

[Signature]
10/11/21