

To,
The Krisumi HR. Team
Krisumi Corporation Pvt. Ltd

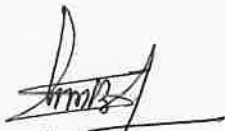
Subject- Advance Against Salary Application

Dear Sir,

I have been working with this esteemed organization from last three years in the Admin Department. I am Writing this letter to request you to kindly provide me with an advance of Rs. 30,000 – against my salary on urgent basis, as I am planning to visit Mata Vaishno Devi Temple along with my family. I shall be highly obliged if you consider my request. The entire amount can be deducted from my salary in equal installment in Ten months starting from June 2023 – March 2024. I hope to understand my concern and help me out in this tough time.

Your Truly
Rohit Kumar
E.Code- K1106
9319155479
(Administration Department)
Krisumi Corporation Pvt. Ltd

forwarded to HR for further approval.


28/06/2023

or for Salary advance
of Rs. 30k

