

7 August 2025

To,
The HR Head
Krisumi Corporation Pvt. Ltd

Subject- Application for Advance Against Salary

Dear Sir,

I have been working with this esteemed organization since 07th September 2022 in the IT Department as Deputy Manager - IT. My current CTC is Rs. 66,330/- PM. I am Writing this letter to request you to kindly provide me an advance of Rs. 1,30,000/- against my salary on urgent basis due to medical exigency in my family, for this I need an advance. I shall be highly obliged if you consider my request. The entire amount can be deducted from my salary in Ten equal installments starting from August 2025 – May 2026. I hope you understand my concern and help me out in this tough time.



Best Regards

Gyanendra Mishra

E-Code- K1193

(Department- (Information Technology)

Krisumi Corporation Pvt. Ltd

*to be deducted in equal installments
March 2025 (8 months) from Aug 2025 to
only as a special case*


8/8/25