

To,

The Krisumi HR. Team

Krisumi Corporation Pvt. Ltd

Subject- Application for Advance Against Salary due to medical urgency.

Dear Sir,

I have been working with this esteemed organization since 01st March 2020 in the Admin Department. My current CTC is Rs. 22,124/- PM I am Writing this letter to request you to kindly provide me an advance of Rs. 30,000/- against my salary on urgent basis due to medical exigency in my family. I shall be highly obliged if you consider my request. The entire amount can be deducted from my salary in equal installment @ 5000/- PM in 6 months starting from December 2023 – May 2024. I hope to understand my concern and help me out in this tough time.

Best Regards

Akshay

E-Code- K1099

(Department- (Administration)

Krisumi Corporation Pvt. Ltd

Signature

Akshay

can for Rs. 30,000/- as
as a special case for
his wife's medical
expenses.

mmg 11/12/23

Recommended.

(Signature)

Asliou Kumar
AGM/ Head Admin facility.