

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 Five years in the Admin Department. I am Writing this letter to request you to kindly provide me with an advance of Rs. 10,000 – against my salary on urgent basis due to some inevitable circumstances 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 in Five months starting from January 2023 – May 2023. I hope to understand my concern and help me out in this tough time.

Your Truly

Arinius Tirkey

9971834938

(Administration Department)

Krisumi Corporation Pvt. Ltd

forwarded to HR
for further action.




Signature

Due to medical urgency he
took a loan of Rs. 30,000/-
from someone and to
repay this amount he
required an advance of
Rs. 10,000/- from the
company.

Reject