

DATE 04-SEPT-21

To,

HR Department

Subject:- Advance Salary Request

Dear Sir,

Due to salary not credited in Sept month and we need some amount for essential requirement.

So requested you please give me salary advance of Rs. 4000/-

Same you can adjust in my full and final.

Neeraj

Warm Regards,

Neeraj Kumar

*Forwarded to HR for further
processing*

Approved.

4/9/21

an

- To be deducted from his F&F.