

11.10.2022

HR Head  
Krisumi Corporation Pvt. Ltd.

Dear Sir,

May I request you to grant me a salary advance of Rs. 1,00,000/- as my sister is getting married on November 04, 2022 and also I have taken loan from private investor Rs. 90,000 for treatment of my daughter who unfortunately expired in July 2022.


As I am going through financial problem request you to kindly approve my advance. Please transfer the amount to my bank account.


Kindly deduct Rs. 10000/- each from my salary starting from my October salary.

Regards

Hitesh   
Employee Code - K1105

Since this is the special case, we are approving the same as an advance of Rs. 100000/-

  
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