

Staff Advance Letter

Date:15-04-2025

To,
Shri Ravi Goel Ji
Managing Director
Maxwell Logistics Private Limited,

Dear Sir,

I Radhika Working as Assistant Manager-HR at the Head office, and working at Maxwell Logistics Private Limited since April 15, 2022. I am writing to request a staff advance of 2 lakhs due to my sister-in-law (Husband's sister) is getting married next month on 18th. As my father-in-law passed away three years ago, my husband and I share the responsibility of fulfilling her wedding expenses, and I want to support them.

I would be grateful if you could approve this advance. I propose a monthly deduction of 20,000 from my salary for repayment.

Kindly do the needful.

Thanking you,
Sincerely,

Radhika

Radhika
Emp Code:M0978

Details:

DOJ:15-04-2022

Gross Salary: 34580/-

Aval. EL Balance: 17 EL

1st Staff Advance Letter

*Ok and Rs. 1.50 lakh
and deduct Rs. 15000/-
per month.
16/4/2025*

