

To,

Date-17/06/25

The HRD DEP
MAXWELL LOGISTICS PVT LTD
Secunderabad
Sub:- FOR STAFF ADVANCE

Respected Sir,

I hope this message finds you well. I am Ramesh Sharma working as a cashier for your esteemed organization. I am writing to request a STAFF ADVANCE of Rs 30000/- to help cover my children's school fees, which are due shortly.

I kindly request you to grant me this advance and I assure you that the amount will be repaid in monthly installments as per company policy.

Your support in this regard will be highly appreciated.

THANKS YOU FOR YOUR CONSIDERATION

Name: Ramesh Kumar
Emp. Code - M0386

R Sharma
17/06/25

DOJ - 21/04/2023
Gross Salary - 29250
Avail EL - 25
Last Staff Advan BL - Zero
Location - DLH Relocation.

Ok and
for
17/06/2025