

To
The Managing Director,
M/s. Maxwell Logistics Pvt. Limited,
S.P. Road, Hyderabad- 500003.

Dated: 15-03-2025

Respected Sir

I Venkateshwary Kamuni working in Hyderabad Maxwell Relocation as a supervisor. I want salary advance of Rupees 3500/- IN words - (Thirty five thousand rupees only) I want to pay my daughter institution fees every month You can cut 3,500/- Rupees Thank you sir.
Please do the needful.

D. Milan

M - 994

Guarantor by Rajesh Rao Employee Code M-1040 Branch -HYDPM, I am fully responsible for behalf of Venkateshwary salary advance payment, if he is not pay the amount then kindly deduct from my salary. Or गारंटर _____ कर्मचारी कोड _____

शाखा -HYDPM, में _____ वेतन अग्रिम भुगतान की ओर से पूरी तरह से जिम्मेदार हूं, यदि वह राशि का भुगतान नहीं करता है तो कृपया मेरे वेतन से कटौती करें।

Guarantor Signature with
employee code - M-1040,

B
15/3/25 ✓
9686398634
10/3/2025

Branch Manager Opinion;

DOJ ~ 01/10/2018
Gross salary - 24100
Avail FL - 22.5
Last Staffed EL - 3000
Location - HYDPM

Loan receivable Staff Signature with Employee ID

VENKATESHWARY KAMUNI
EMPLOYEE CODE: M0819

MOBIL NO: 9505489642

Dear Sir,
Two letter given for Guarantor by
D. Milan & Rajesh Rao, as per
Company policy kindly sanction the
Salary Advance 15/3/25

All apd.
Yours
19/3/2025