

Dear Sandeep Sir,

Head office Maxwell logistics Pvt Ltd.
Secunderabad.

Subject:- Staff Advance Required

Respected Sir,

I am Requesting to you Regarding Staff Advance due to my home construction
I need Staff Advance

So, I would like to here kind Request for Approved my Advance - 40000/-
(Rupees fourty thousand only).

I will return the Amount as per Company Policy.

DOJ - 03/01/2020
Gross salary - 41300
Avai EL - 3000
Last Staff Advance - 2
location - kolp

All expd
Jas
31/3/2025

Name - Jai Prakash Mahatha
Emp code - M0896
Branch - Kolkata PM