

STAFF ADVANCE REQUEST LETTER

FROM,
V SANTHOSH KUMAR
MAXWELL LOGISTICS PVT LTD.
EMPLOYEE CODE: M1009

Date : 21.05.25
Place: Secunderabad.

TO,
MANAGEING DIRECTOR
MAXWELL LOGISTICS PVT LTD.
SURYA TOWERS 7TH FLOOR 105,
S.P ROAD SECUNDERABAD,
TELANGANA, PIN : 500003.

Subject: - Staff advance requesting

Respected sir I am V Santhosh Kumar(M1009) working in your organisation from 05.01.2023, I kindly requesting you please granting staff advance of Rs. 70,000(Seventy Thousand) for school education of my children's and same amount deduct monthly (7000/-) in my salary.

Thanking you Sir,

Yours sincerely

Santhosh Kumar
(V Santhosh Kumar(M1009))

DOJ:- 5/01/2023
Gross salary:- 37250
Basic EL:- 25
Last Staff Advance:- zero
Location:- Head office

OK
26/5/2025