

Date: 28/03/2025

TO.
Sri Sandeep Sir

Respected Sir

Anand Chandra Panda From Maxwell Logistics Pvt LTD
Rasムntry Branch.

Sir Please Arrange Me 50,000/- Staff Advance very Urgent
Because My wife Health is Not Good Doctor Told For
operation Therefor So I Request To you Please Arrange
me 50000/- Staff Advance and 25 Days Leave
From Date: 02/04/2025 To 26/04/2025.

Sir My Staff Advance amount Direct My Salary
Monthly 5000/-.

Sir I Request To you Please Give Approval For
Both Request.

DOJ - 02/09/2012

Gross salary - 22450

Avail. EL - 17
last Staff Advance - zero
location - RJA

Regards
Anand Chandra Panda
MO316

28/03/25

On Staff
Recd April
Rs. 30000/-
Advance
9/4/2025