

Date: 04.06.2025

To

The Deputy General Manager

HR & Admin

Maxwell logistics private limited

Hyderabad.


Subject: Staff advance

Dear sir

I Shukla Shashikanth working in your organisation in Hyderabad branch as an executive with employee id M0927. I am in need of financial help for my 3 children's education for admissions and books. I required a loan of Rs 90,000/-. Which can be deducted from my salary. It would be a great help for me. So please I request to please approve the staff advance for me.

Thanking you.

Yours faithfully



Shukla shashikanth

Hyderabad branch.

Employee id M0927

DOJ.- 07/05/2021
Gross salary - 36000
Avail EL - Nil
Last staff Adv - Zero.
Location - HMD.

all apnd R. 70000/-
or staff advance.
and deduct R. 7000/-
for main
as staff advance.
6/6/2025