

To,

Dear Sandeep Sir,  
Maxwell Logistics Pvt. Ltd.  
Secunderabad

Subject :- Staff Advance Request 10,000/-

Sir,

I Request you to Grant my Request for  
Staff Advance 10,000/- Please Deduct from  
My Salary Monthly Basic fund Required  
for my family Reason.

from :- Mawish Kumar Sharma

Date :- 13/11/2024

Employee id :- M1026

Branch :- Kolkata

(Maxwell Logistic Pvt. Ltd.)  
Signature :-

Mawish

All agreed  
S. Jaiswal

DOJ - 25/03/2023  
Gross salary - 15500/-  
Avail PL - 15  
Last staff advance - zero  
Location - DGP