

Date: 19.09.2025

To,
The Managing Director
Maxwell Logistics Pvt Ltd
Secunderabad

Subject: Requisition for Staff Advance.

Respected Sir,

I, Manmath Deshmukh, working as Supervisor in relocations department request you to provide me with staff Advance of Rs.30000/- (Thirty thousand only) as I need the same for Personal work. The same may be recovered from my salary on a reasonable basis every month.

Kindly do the needful and obliged

Thanking you,

Yours Faithfully,

Manmath Deshmukh

Emp.Code: M1133

Allowance & Staff Advance - Rs. 25000/-

DOJ - 25/12/2024

Gross Salary - 22000

Avai EL - 3

Last staff Advance - Nil

location - SBDP