

To  
The Managing Director,  
M/s. Maxwell Logistics Pvt. Limited,  
S.P. Road, Hyderabad- 500003.

Dated: 09-07-2025

Respected Sir

I am Mr. Jagadish as supervisor in this organization at Hyderabad Branch I would like to request you an advance salary payment I need the money to deal with some extra expenditure next month. For my village land Registry purpose there I have to pay 1 month Advance so I need 25000/- salary advance kindly deduct 2500/- per month from my every month salary.

I shall be grateful to you for your consideration

Guarantor by Mr. Jagadish Employee Code M10819 Branch - HYDPM, I am fully

responsible for behalf of JAGADISH salary advance payment, if he is not pay the amount then kindly deduct from my salary. Or गारंटर \_\_\_\_\_ कर्मचारी कोड \_\_\_\_\_

शाखा - HYDPM, में \_\_\_\_\_ वेतन अग्रिम भुगतान की ओर से पूरी तरह से जिम्मेदार हूं, यदि वह राशि का भुगतान नहीं करता है तो कृपया मेरे वेतन से कटौती करें।

Guarantor Signature with  
employee code

Mr. Jagadish M10819

Branch Manager Opinion:

Mr. Jagadish

Loan receivable Staff Signature with Employee ID

Mr. Jagadish M1128

Mr. Jagadish  
16/7/2025

DoJ. - 21/2/2024  
Gross Salary - 25000  
Avail EL - 0.50  
Last Staff Ad - Nil  
Location - HYD