

Subject: Request for Staff Advance for Mobile Purchase

To
The Managing Director Sir
Maxwell logistics private limited ,
Secunderabad HO.
04/01/2025

Respected Sir

I am Suresh Shukla working from Oct 2023 in Secunderabad H.O as Billing Executive . And I request a staff advance of 20,000 INR to assist with the purchase of a mobile phone. I propose that the advance be deducted in installments of 1,000 INR starting from my Jan-2024 month salary until the total amount is repaid.

Thank you for your understanding and support.

Best regards,
Suresh shukla
Billing executive
M1065
Secunderabad HO.

S. Shukla

DOJ - 10/10/2023
Gross salary - 26000
Avai EL - 6
Last staf ad. - 300

All expd.
Jan
4/01/2025