

To

Date-21-02-2025

The Managing Director

Maxwell Logistics Pvt Ltd

Surya towers 7<sup>th</sup> floor 105

S.P Road Secunderabad

500003 T.S

Sub:-Request for Staff Advance Rs. 30000/- (New Mobile Purchase)

Respect Sir,

Please Give the approval For Salary Advance for Purchase New Mobile above RS 30000/-

Same Amount Deducted My Salary per Month RS. 1500/-

Your Faith Fully

Mr. Amit Pandey

EMP. M1141

Hyderabad Branch

Amit Pandey

EMP. M1141

DOJ - 01/02/2025  
Gross salary - 15000  
Avail EL - 1.5  
Last staff Advance - zero

on apnd Rs. ~~20000/-~~ 20000/-  
as staff advance.  
100  
5/3/2025