

Date : 06/05/2024

To,

The HR Manager
Maxwell Logistics
Hyderabad - Sec-abad

SUB { Required Staff Advance }

Dear Sir,

I Poabhash Kumar Sha (MO969) working in Organization from 10 January 2022 at Secunderabad Head Office. I have req: required a sum amount of Rs 40000/- (Fourty Thousand Only) for family function at home (first hair cutting of my son)

Request Request you to kindly give me Rs 40000/- amount and same will be deduct from my salary. Rs 4000/- per month

Thanking you

Regards

Poabhash Kumar Sha
(MO969)

P.K.Sha

On and Rs. 30000/-
as staff advance.
To deduct Rs. 3000/-
per Month.

10/05/2024

DOJ - 10/01/2022
Gross salary - 26800/-
last staff ad. Bl - zero
EL Bl - 12.5
Location - H.O
CBS - 06/05/2024



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