

DT - 09/06/2025

To

The HR Logistics
Maxwell ~~Relocation~~ Pvt Ltd


Sub - Request for Salary Advance

Dear Sir,

I Santosh Roy is employed as Sr. Executive - Move Coordinator at Bangalore PM Branch. Requesting for a Salary advance of Rs 20000/- (Twenty Thousand Only) as my mother in law passed away on 24/05/25, Since some of the rituals has to be done by me, I would require for the same.

~~Request~~ Request you to kindly deduct Rs 5000/- for from my monthly Salary as EMI.

Thanking You
Santosh Roy
Sr. Executive - Move Co-ordinator
Employee Id - M1152


9/06/25

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tai
13/6/2025

DOJ - 25/03/2025

Gross Salary - 37000

Avail EL - 3

Last Staff Adv. BI - zero

Location - BNGP