

Date. 28/03/2025

TO.
Sri Sandeep Sir

Respected Sir

✶ Anand Chandra Panda From Maxwell Logistics Pvt LTD
Rasmunkhy Branch.

Sir Please Arrange me 50,000/- Staff Advance very urgent
Because my wife Health is Not Good Doctor Told For
operation Therefore So I Request To you Please Arrange
me 50000/- Staff Advance and 25 Days Leave
From Date. 02/04/2025 TO 26/04/2025.

Sir my Staff Advance amount Direct My Salary
Monthly 5000/-.

Sir I Request To you Please Give Approval For
Both Request.

DOJ - 02/08/2012
Gross Salary - 22450
Avail EL - 17
last Staff Advance - zero
location - RJA

Regards
Anand Chandra Panda
MO316

28/03/25

Approved
Rs. 30000/- on staff
advance
9/4/2025