

Date: 10.01.2025

To
The Managing Director,
Maxwell Logistics Pvt. Ltd.,
Secunderabad.

Respected sir,

Sub: Application against salary Advance for Rs.70,000/-

I, Sandeep. Gorre working in your esteemed Organization as a DGM-HR & Admin since 17+ yrs. I am in need of Rs.70000/- to fulfill my Domestic Requirements. I hereby requesting to pass the same amount as a salary advance.

I hereby request that you may deduct the same amount from this month's salary.

I hope that you will consider my request and pass the same.

Yours faithfully,

Sandeep.Gorre
DGM-HR & Admin
Emp.Code-M 0009

DOJ - 01/12/2007
Gross Salary - 120650
Avail EL - 10.5
Last Staff Ad. BI - zero
Location - SBD

All applied
Chair
10/01/2025