

Dear Sandeep Sir,

Head office Maxwell logistics Pvt Ltd.  
Secunderabad.

Subject:- Staff Advance Required

Respected Sir,

I am Requesting to you Regarding Staff  
Advance due to my home construction  
I need Staff Advance

So, I would like to .here kind  
Request for Approved my .Advance - 40000/-  
(Rupees forty thousand only).

I will return the Amount as per  
Company policy.

DOJ- 03/01/2020  
Gross salary - 41300  
Avail EL- 300  
Last Staff Advac - 2  
Location - Kolp

all exp  
Ja  
31/3/2025

Name - Jaiprakash Mahatha  
Emp Code - M0896  
Branch - Kolkata PM