

Date: 15/03/2024



To,

The principal  
Shreeya institute of Pharmacy  
Chh. Sambhajinagar

Subject: Request for advance against salary

Respected sir,

My name is Sandhya S. Yembarwar  
I am working in this institute as a lab  
assistant. I would like to request an  
advance salary of 6000 for personal work.  
Please approve my request which I will  
repay 1000 rs per month in 6 installments  
from upcoming salaries.

Thank you sir

~~STP~~  
your's faithfully  
Sandhyatai S.  
Yembarwar.

To, CEO Sir  
She is join in our institute on 12th Feb.  
as a Lab Assistant in last (5000/-)  
month she need advance  
against her salary of Feb.

~~STP~~  
15/3/24

Accd Sec,

Pay her an advance of Rs 5000/- for salary  
for Feb 2024.

~~STP~~  
15/03/24