



**SOFTLab**INC.

✉ [mail@softlabinc.com](mailto:mail@softlabinc.com)

🌐 [www.softlabinc.com](http://www.softlabinc.com)

## Advance Salary Request Form

**Request Form No.:**

**Request Date:**

**Name:**

**Designation:**

**Department:**

**Advance Salary Amount (in figures):** \_\_\_\_\_

**Advance Salary Amount (in words):** \_\_\_\_\_

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**Requested By**

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**Verified By**

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**Approved By**

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**Department Head**

**Kushal Kathayat**

**CEO**