

---

# Advance Salary Receipt

**Acme Solutions Inc.**

789 Industry Way

Capital City, State 89012

Phone: (444) 555-6666

Email: [hr@acmesolutions.com](mailto:hr@acmesolutions.com)

**Date:** October 23, 2024

**ADVANCE SALARY RECEIPT****Received From:**

**Company Name:** Acme Solutions Inc.

**Address:** 789 Industry Way, Capital City, State 89012

**Received By:**

**Employee's Name:** Emily Carter

**Employee ID:** 456789

**Department:** Finance

**Position:** Financial Analyst

**Advance Details:**

**Amount Received:** \$1,500.00

**Reason for Advance:** Emergency Home Repair

**Terms of Repayment:**

The above-mentioned advance amount of \$1,500.00 will be deducted from the future monthly salary payments as follows:

- \$750.00 from the November 2024 salary

- \$750.00 from the December 2024 salary

**Acknowledgement:**

I, Emily Carter, hereby acknowledge the receipt of \$1,500.00 as an advance against my future salaries. I agree to the specified repayment terms and understand that the total advance amount will be deducted accordingly from my upcoming salary payments.

**Employee's Signature:** \_\_\_\_\_**Date:** October 23, 2024**Authorized Signatory:** \_\_\_\_\_**Position:** Human Resources Manager**Date:** October 23, 2024