horizontal line

Advance Salary Receipt

**Acme Solutions Inc.**789 Industry Way  
Capital City, State 89012  
Phone: (444) 555-6666  
Email: 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