Employee Loan Request Form

This **employee loan request form** sample template simplifies the process for employees to formally apply for financial assistance from their employer. It ensures all necessary details are captured accurately, facilitating efficient review and approval. Using this template helps maintain clear records and effective communication between employees and management.

Employee Name:

Employee ID:

Department:

Position:

Loan Amount Requested:

Purpose of Loan:

Preferred Repayment Period:

3 months ▾

Preferred Deduction Method:

Salary Deduction ▾

Date of Request:

Additional Information (if any):

Employee Signature:

Type your name as signature

Signature Date:

Submit Request