

# Acknowledgement Receipt for Salary Advance Payment

This **acknowledgement receipt** serves as proof of receiving a salary advance payment from the employer. It confirms the agreed amount has been disbursed and will be adjusted against future salary payments. Employees are advised to keep this receipt for their financial records and reference.

**Employee**  
**Name:** \_\_\_\_\_

**Employee**  
**ID /** \_\_\_\_\_  
**Position:** \_\_\_\_\_

**Department:** \_\_\_\_\_

**Date of**  
**Payment:** \_\_\_\_ / \_\_\_\_ / \_\_\_\_

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

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

I, the undersigned, hereby acknowledge the receipt of the above-stated salary advance and agree that the amount will be deducted from my future salary payments as per company policy.

Employee Signature & Date

Authorized Signatory & Date