

Professional Loan Agreement Email with Employer

Subject: Agreement on Salary Advance Loan

Dear [Employee's Name],

This email confirms the loan agreement regarding the salary advance of [amount] provided to you on [date]. The repayment will be deducted in equal installments of [amount] from your monthly salary over the next [number] months.

Please note that failure to meet repayment terms may result in further action as per company policy.

By acknowledging this email, you confirm your acceptance of these terms.

Kind regards,

[Manager's Name]

[Company Name]

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