

Professional Employee Advance Refund Message Template

Subject: Request for Refund of Advance Payment - [Employee ID/Name]

Dear [HR Manager/Finance Department],

I am writing to formally request a refund of the advance amount of \$[Amount] that was deducted from my salary on [Date]. Due to [specific reason - resignation before completion of advance period/overpayment/calculation error], I believe I am entitled to a refund of [partial/full] amount.

I have attached all relevant documentation including my employment contract, salary slips, and advance agreement for your review. I would appreciate if this matter could be resolved within [timeframe] as per company policy.

Thank you for your prompt attention to this matter.

Best regards,

[Your Name]

[Employee ID]

[Contact Information]

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