EMERGENCY LOAN REQUES

Employee's Data

- Name:
- ID:
- Hiring Date:

Loan's Data

- Loan Amount Requested:
- Loan Reason:
- Loan will be refunded on how many months:
- Deductions Months:

Employee Emergency Loan is approved in the amount of……………………………….

Emergency loan is rejected because of the below reasons (**OPTIONAL**)

- 💣
- 💣

ENDORSEMENT

POSITION	SIGNATURE	DATE
HR manager		
Accounting Manager		