<Date Here>

I, <insert employee name here> acknowledge that I have received an advance on my pay in the amount of $<insert dollar amount here> (<spell out dollar amount here>).

I authorize <insert your company name here> to deduct $<insert instalment amount here> (<spell out instalment amount here>) from my pay until this amount has been paid in full.

I understand that should I leave the employ of <insert your company name here> prior to the complete repayment of this advance, the full balance owing will be due immediately.

**<Employee Signature here>**