

Ref No: \_\_\_\_\_

Date: \_\_\_\_\_

Mr. \_\_\_\_\_

Designation: \_\_\_\_\_

Employee Code: \_\_\_\_\_

Branch: \_\_\_\_\_

Sub: Outstation Allowance

Dear \_\_\_\_\_,

This is to inform you that with reference to your discussion with company management, you are hereby granted a monthly expense approval of **Rs. \_\_\_\_\_ / (Rupees \_\_\_\_\_ only)** per month for Outstation allowance w.e.f. \_\_\_\_\_.

Ref No: \_\_\_\_\_

Dated: \_\_\_\_\_

Mr. \_\_\_\_\_

Designation: \_\_\_\_\_

Employee Code: \_\_\_\_\_

Branch: \_\_\_\_\_

**Sub: Petroleum Allowance**

Dear \_\_\_\_\_

This bears reference to your discussion with the management; you are hereby sanctioned monthly petroleum allowance worth Rs. \_\_\_\_\_/- (Rupees. \_\_\_\_\_ Only) w.e.f \_\_\_\_\_.

All other terms and conditions of your employment will remain the same.

Looking forward to your dedication and commitment toward your work.

Ref No: \_\_\_\_\_

Dated: \_\_\_\_\_

Mr. \_\_\_\_\_

Designation: \_\_\_\_\_

Employee Code: \_\_\_\_\_

Branch: \_\_\_\_\_

**Sub: Conveyance Allowance**

Dear \_\_\_\_\_,

This bears reference to your discussion with the management; you are hereby sanctioned monthly Conveyance allowance worth Rs. \_\_\_\_\_/- (Rupees. \_\_\_\_\_ Only) w.e.f \_\_\_\_\_ to \_\_\_\_\_.

All other terms and conditions of your employment will remain the same.

Looking forward to your dedication and commitment toward your work.

Ref No: \_\_\_\_\_

Dated: \_\_\_\_\_

Mr. \_\_\_\_\_

Designation: \_\_\_\_\_

Employee Code: \_\_\_\_\_

Branch: \_\_\_\_\_

Sub: Car Maintenance Expense

Dear \_\_\_\_\_,

This bears reference to your discussion with the management; you are hereby sanctioned monthly **Car Maintenance Expense** worth Rs. \_\_\_\_\_/- (Rupees. \_\_\_\_\_ Only) w.e.f \_\_\_\_\_ to \_\_\_\_\_.

All other terms and conditions of your employment will remain the same.

Looking forward to your dedication and commitment toward your work.