

# LOAN FORM



## TO BE COMPLETED IN FULL BY TEAM MEMBER

Name:	
Department:	
Full reason for loan request:	

I can confirm that I have no outstanding loans with the Landmark London YES / NO

I would like to apply for an emergency loan of £\_\_\_\_\_

I request for this loan to be paid back in instalments over (months) #\_\_\_\_\_

I understand that if my loan request is authorised the money will be paid to me and will be automatically deducted from my pay, before I receive my salary payment each month.

These deductions will continue until the full amount is paid to the Landmark London Hotel.

In the event that I resign from the hotel with an outstanding amount owed, I will ensure that I highlight this within my resignation letter and will agree a payment plan to ensure all payments are completed prior to my last day of employment.

Employee's signature: \_\_\_\_\_ Date: \_\_\_\_\_

## TO BE COMPLETED BY EXECUTIVE

Monthly net earnings of employee (higher or lower than loan amount) HIGHER / LOWER

Current outstanding debt (season ticket, cash advance): £\_\_\_\_\_

Outstanding Educational agreement (check with Human Resources) £\_\_\_\_\_

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Executive

Director of Human Resources

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Hotel / General Manager

Financial Controller

***This form must take no longer than 48 hours from team member signature to processing in finance***