

[Your Name]
[Your Job Title]
[Employee ID Number]

[Date]

[Recipient Name or Payroll Department]
[Company Name]
[Company Address]

Subject: Notice of Missed Compensation for Pay Period [Start Date] to [End Date]

Dear [Name of Contact Person or Payroll Manager],

I am writing to formally bring to your attention that I have not received my compensation for the pay period spanning [Start Date] to [End Date]. The scheduled payment date was [Expected Payment Date].

According to my records, the outstanding gross amount is \$[Amount], which corresponds to [Number of Hours] hours worked. I have verified my bank statements and confirmed that no direct deposit or check has been processed for this period.

I request that you investigate this discrepancy and provide an update on when I can expect to receive the missing funds. If there are any additional forms or documentation required from my end to resolve this matter, please let me know immediately.

Thank you for your prompt attention to this payroll error. I look forward to your response.

Sincerely,

[Your Signature]

[Your Printed Name]
[Your Phone Number]
[Your Email Address]