

Date: [Current Date]

To:

[Employer Name / Company Name]

[Employer Address]

[City, State, Zip Code]

RE: FINAL NOTICE PRIOR TO LEGAL ACTION - Unpaid Wages

Dear [Name of Employer or HR Manager],

This letter serves as a formal final warning regarding the outstanding wages owed to me for work performed between [Start Date] and [End Date].

As of this date, I have not received payment for the following:

- Unpaid regular hourly wages: \$[Amount]
- Unpaid overtime compensation: \$[Amount]
- Unpaid commissions/bonuses: \$[Amount]
- Other (e.g., accrued vacation): \$[Amount]

Total Amount Due: \$[Total Amount]

I have previously attempted to resolve this matter through [mention previous attempts, e.g., emails on Date/Date], but the balance remains unpaid. This is a violation of the Fair Labor Standards Act (FLSA) and applicable state labor laws.

Please consider this my final demand for payment. If the full amount of \$[Total Amount] is not received by [Deadline Date, e.g., 5 business days from now], I will proceed with filing a formal lawsuit in small claims or civil court without further notice. I will also be filing a wage claim with the Department of Labor.

Should legal action be necessary, I will seek not only the wages owed but also liquidated damages, interest, and reimbursement for all legal fees and court costs associated with this filing.

Please deliver payment via [Method: e.g., Check/Direct Deposit] to avoid litigation.

Sincerely,

[Your Signature]

[Your Printed Name]

[Your Phone Number]

[Your Email Address]