

Date: [Insert Date]

To: [Employer Name / Company Name]

Address: [Employer Street Address]

City, State, Zip: [City, State, Zip Code]

Re: NOTICE OF MEDIATION REGARDING UNPAID WAGES

Dear [Name of Employer or Contact Person],

This letter serves as formal notice regarding the unpaid wages owed to me for work performed between [Start Date] and [End Date]. To date, the outstanding balance is \$[Total Amount Owed].

In an effort to resolve this dispute efficiently and avoid formal litigation or a labor board hearing, I am requesting that we participate in a mediation session. Mediation will provide a neutral forum to reach a mutually agreeable settlement regarding the following items:

- Unpaid regular hourly wages
- Unpaid overtime compensation
- Unused vacation pay or commissions (if applicable)
- Late payment penalties

Please notify me within [Number of Days, e.g., 7] days of receipt of this letter whether you agree to participate in mediation. If you agree, we can discuss the selection of a neutral mediator and a convenient date for the session.

If I do not hear from you by [Deadline Date], I will be forced to proceed with a formal wage claim through the [State Labor Department/Court System] to recover the full amount owed, plus potential interest and legal fees.

I look forward to resolving this matter promptly.

Sincerely,

[Your Signature]

[Your Printed Name]

[Your Phone Number]

[Your Email Address]