

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

[Date]

[Employer Name]  
[Name of Contact Person/HR Manager]  
[Company Address]

**RE: FORMAL DEMAND FOR UNPAID SEVERANCE PAY**

Dear [Name of Contact Person],

I am writing to formally demand the severance pay owed to me following the termination of my employment on [Date of Termination].

According to my employment contract dated [Date of Contract], specifically Section [Section Number/Clause Name], I am entitled to a severance package consisting of [Number of Weeks/Months] of pay, totaling \$[Dollar Amount].

To date, I have not received these funds. This failure to pay constitutes a breach of our signed employment agreement. Please consider this a formal notice of dispute.

I demand that the full amount of \$[Dollar Amount] be paid to me no later than [Date - usually 7-14 days from letter]. Payment should be made via [Direct Deposit/Certified Check].

If payment is not received by the aforementioned date, I will be forced to pursue further legal action, which may include filing a claim with the [Department of Labor/Employment Commission] or initiating a lawsuit to recover the unpaid wages, interest, and legal fees.

I look forward to resolving this matter promptly.

Sincerely,

[Your Signature]

[Your Printed Name]