

Date: [Insert Date]

To: [Employer Name/Company Name]

Address: [Employer Address]

Attention: [Payroll Department / Human Resources]

Subject: FINAL WARNING: Outstanding Overtime Wage Payment

Dear [Name of Contact Person or Department],

I am writing this letter as a final formal notice regarding unpaid overtime wages for the period of [Start Date] to [End Date].

Despite my previous requests on [Date of first request] and [Date of second request], I have yet to receive payment for [Number] hours of overtime worked. According to my records and the hours logged, the total gross amount outstanding is \$[Amount].

Under labor laws and my employment contract, I am entitled to receive payment for all hours worked. Failure to remunerate an employee for overtime is a violation of these regulations.

Please consider this my final demand for payment. I request that the full amount be deposited into my account or a check be issued no later than [Insert Date, e.g., 5 business days from now].

If payment is not received by the aforementioned date, I will be forced to take further action, which may include filing a formal complaint with the [Department of Labor / Labor Board] or seeking legal counsel to recover my earned wages.

I hope to resolve this matter amicably and promptly.

Sincerely,

[Your Name]

[Your Employee ID Number]

[Your Phone Number]

[Your Email Address]