

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

[Date]

[Employer Name / Company Name]
[Company Address]
[City, State, Zip Code]

RE: Formal Demand for Unpaid Wages and Severance Pay

Dear [Name of Contact Person or HR Manager],

This letter serves as a formal demand for payment of outstanding wages and severance pay owed to me following the termination of my employment on [Date of Termination].

According to my records and employment agreement, the following amounts remain unpaid:

- **Unpaid Wages:** \$[Amount] (For the period of [Start Date] to [End Date])
- **Accrued Vacation/PTO:** \$[Amount]
- **Severance Pay:** \$[Amount] (As per [Employment Contract/Company Policy])
- **Other:** \$[Amount] (Specify: e.g., Unpaid Commissions/Bonuses)

Total Amount Owed: \$[Total Amount]

As of today, I have not received these funds. Please be advised that under [State/Local] labor laws, final wages must be paid within [Number] days of termination. Failure to provide these payments promptly may result in the accrual of statutory penalties and interest.

I request that the full amount of \$[Total Amount] be paid to me no later than [Date - e.g., 5-7 business days from now]. Please send the payment via [Direct Deposit/Check to my address above].

I hope to resolve this matter amicably and without the need for formal legal action or a complaint to the Department of Labor. I look forward to receiving confirmation of the payment within the specified timeframe.

Sincerely,

[Your Signature]

[Your Printed Name]