

LEGAL NOTICE FOR UNPAID SALARY

To

_____ (company name)

_____ (company's address)

Subject: Notice for Release of Pending Salary

Sir,

I, Mr. _____, R/o _____,
hereby issue this notice to you as under:

1. I have been working with your organisation as _____ since _____.
2. My salary for the month(s) of _____ has not been paid to me till date.
3. I have repeatedly followed up with your HR/Accounts team, but no action has been taken.
4. Withholding salary without valid reason is a serious violation of my employment rights.

You are hereby requested to:

- a) Release my full unpaid salary of Rs. _____ within 7 days of receiving this notice;
- b) Clear any other pending dues, if applicable;
- c) Confirm payment in writing.

If you fail to comply, I shall be constrained to take appropriate steps before the Labour Department and other legal forums for the recovery of the said amount along with interest and compensation.

Date: _____

Place: _____

(Signature)

Mr. _____