

LEGAL NOTICE FOR UNPAID SALARY

To

_____ (company name)

_____ (company's address)

Subject: Notice for Immediate Release of Unpaid Salary and Dues

Sir,

Under instructions from and on behalf of my client Mr. _____, R/o _____, I do hereby serve you with the following legal notice:

1. My client has been employed with your organisation as _____ since _____.
2. Despite completing all assigned duties sincerely, my client has not received salary for the months of _____.
3. My client is legally entitled to full and timely payment of wages/salary for the work performed.
4. Repeated follow-ups with the HR/Accounts department have not resulted in payment.
5. The non-payment of salary amounts to an unlawful withholding of wages.

Therefore, you are hereby called upon to:

- a) Release the entire pending salary of Rs. _____ within 7 days of receiving this notice;
- b) Clear any other dues, including incentives, reimbursements, or overtime (if applicable);
- c) Provide written confirmation of compliance.

Failing this, my client shall initiate appropriate legal proceedings before the Labour Authorities and competent courts for recovery of salary, interest, compensation, and costs— all at your risk and consequences.

(Through Advocate)

Advocate

Date: _____

Place: _____