**Salary not Received Letter to HR**

[Your Name]

[Designation

[Date]

[Recipient Name]

[Street Address] [City, ST ZIP Code]

**Subject:** Complaint about delay of the salary

Dear [Recipient Name]:

Two years back I joined the company. I am a permanent employee of the company. I had some issues regarding my job due to which I decided to resign from the job. As per the agreement with the company, I submitted the resignation along with one month notice as I was expected to do so.

The company immediately started to force me to leave the job after returning all the assets given by the company.

As per the agreement, if the company terminates me from the job without any notice, it will be liable to pay me the salary of 50 days along with the current monthly salary.

Unfortunately, I did not receive my salary. I have sent many emails and letters to the head of the accounting department, but I did not receive any reply. I hope that this letter will bring your attention to my issue and you will take serious actions to resolve it.

Regards,

[NAME HERE]

[Title]