Your Name

Title

Company Name

Street Address City, ST ZIP Code

Date

Subject: Grievance letter for unpaid wages

Dear Mr. Mathews,

I am writing to you after much deliberation and pain about an issue I am facing. It has been over two months that I have not received any wage for services rendered. I continue to work hard and complete my tasks; however, lack of wage is now causing me much mental stress and I am unable to concentrate at work.

I understand that the company is going through a financial crisis and period of uncertainty; however, the truth is that I and many others like me still have to afford rent and bills. I had a small amount of savings that I have been using over the past 2 months to survive. Now that saving has also depleted. Please look into this matter with high priority as there are many like me who have been suffering due to unpaid wages.

I hope you can look into the matter and resolve this issue.

Sincerely,

Sarah Sid