[Date]

To

[Recipient Name]

[Title]

[Company Name]

**Subject:**Request to release salary hold

I submitted my resignation letter on 24th of last month [24/xx/20xx] with the formal notice of one month. According to the employment contract, the company was to pay me the last salary if I leave with the notice prior to leave the job. The company pays each employee on the 5th of every month.

This month, I did not receive my salary. The company has no right to hold my salary as per the employment contract.

I am writing this letter to request for paying me the salary. I have worked well and fulfilled all my jobs.

I would like to request you to release my salary as soon as possible. I am waiting to be replied as I am a respectable and old employee of your organization.

Sincerely,

[Your Name]

[Title]