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|  | (Date)  Dear [Name Here],  I am currently working as an assistant buyer in the purchasing department of XYZ Limited. I joined the company last year on 15th June 2018.  As I joined in the middle of the month, I and HR department mutually agreed that my salary would be disbursed on the 15th of every month for the first three months of my probation. After probation, I became a regular employee and the salary was expected in the starting dates of the month like the other employees. However, when I did not receive my salary till the 18th of October, 2018, I approached the HR department, which immediately released it the next day.  However, this irregular payment cycle of my salary has continued since the month of October. As my monthly expenses are dependent on my salary, everything, such as my mortgage payments, the fee of my children, etc., gets disturbed due to the late and irregular payments.  I request you to kindly look into this matter and resolve this issue for me. I will be highly obliged.  Let me know if you need any further details.  Regards,  William Smith.  (Typed Provider Name) |  |