Date:

Name of the employer:  
Job position name:

Name of the department  
Name of the company

**Subject: Discontinue working because of delayed salary**

Respected Sir,

I have written you a number of letters previously telling you about the delayed salary and the inconvenience that it is causing for me. It has been five months since I joined the company and since then, I have never paid on time. I am tired of delayed payment. It has become very hard for me to make ends meet especially when I don’t get paid on time. I have told you about this many times but you don’t seem to care about it.

Every one of us works for money and we all depend on it to some extent. People have to pay utility bills at the start of every month. I am also required to pay my bills and I am completely dependent on the salary I receive from this job as I don’t have any other source of income.

Not getting a salary on time has brought so many financial crises for me. Therefore, I have decided to resign from my job. I would like to request you to clear my pending salary as soon as possible so that I can leave on good terms. As per my employment contract, I am not required to give any notice during my probation period. However, I am ready to assist you in the transition.

In case you have any query regarding this letter, you can reach me via my cell number or email address.

Sincerely,

Signatures of the employee,

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