**Date:**

**Re. Salary Back Pay Request**

Dear Sir,

This letter has been drafted to claim my salary back pay on various grounds. In this letter, I would dissimilate the points that make me eligible to get salary back pay. In case of non-compliance, I will have to take the matter to higher authorities or even to the legal bodies of work.

Sir, my name is [NAME], and I have been working in your company as a [...] since 20XX. I was appointed as a [...] by the HRM with the promise that I will be promoted to the rank of [...] in case of serving at my best and showcasing an outclass performance.

I worked for days and nights to improve my communication skills and learned other requisites like technical business management. I completed a period of [X] to get ample experience to get promoted. I was reported at rank-1 in the employees’ performance appraisals of [month-year]. Later, I was told to continue serving as [...] as there is no vacant position for me to get promoted.

On [DATE], a position of [...] was vacant on the resignation of Mr./Ms. [NAME]. I was the most deserving for the seat of promotion as I completed [X] years of working in the same field and I possess most senior position after [...]. But I was passed over and not promoted. I want you to pay an amount of [X] for my extra charge and the additional amount of work I have been doing in the aspiration and anticipation of getting promoted.

In case of not paying my claimed dues, I will be compelled to get to the Labor Court of Law. you can contact me on [PHONE] or write to [EMAIL]. Thank you.

Regards

[Your Name]  
[Designation]