Date:

To

[The Recipient Name]  
[Designation]

**Subject: Request for pending salary after a layoff on [DATE]**

Respected sir,

My name is Mr. ABC. I have worked in the sales department of the company for one year. Two months ago, I was laid off from the company due to a downgrading of the company. I was told that I would get my salary by the end of that month, but I was laid off.

I am writing this email to request you kindly pay me my pending salary. I am already going through a serious financial crisis due to a sudden decision of the company to terminate my job.

 It is my humble request to you to kindly release my salary on my account details which are already present in the record of the company. Details of my job as well the layoff have been attached with this email. I am looking forward to your kind response.

Regards,

Name of the sender

Signatures

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