[Employer name]

[Department *(if applicable)*]

[FAO *(if applicable)*]

[Address]

[Postcode + registered office]

[Place], [date]

RE: Overdue pay

Dear Mr/Ms [employer name],

I began working for you on [date]. I work as [position name], [number] hours per week. I am yet to be paid for the period [insert months, weeks, or period]. I should have been paid on [usual/agreed payment date]. We spoke on [date] and I asked you to proceed with payment. Unfortunately, I have still not received payment.

I therefore urge you to settle the payment of the full salary, including any bonuses and/or allowances, within seven days of the date of this letter. I also request that you send me a correct statement of the gross/net sum paid at the same time.

In the unlikely event that payment is not made within the aforementioned term, I assert my right to a statutory increase and statutory interest. If I do not receive my pay in full within the stipulated period from today, I will be left with no option but to transfer the claim to a lawyer. Of course, I hope it doesn't have to come to that.

Finally, I request that you continue to pay the future salary in the correct manner in accordance with the agreements made between us in the employment contract.

This letter will be sent to you by regular and registered post.

With kind regards,

[Employee signature]

[Employee name]

[Address]

[Post code + town]