[Employer name]

[Department *(if applicable)*]

[FAO *(if applicable)*]

[Address]

[Postcode + registered office]

[Place], [date]

RE: Final payment

Dear Mr/Ms [employer name],

From [date] to [date], I worked for you as [job title], [number] hours per week. After my departure, I did not receive my final payment. We previously discussed this on [date].

I do not agree to further postponement and therefore urge you — and if necessary, I will take legal steps that require you — to proceed with settlement of the final payment within 14 calendar days, including holiday pay, accrued end-of-year bonus, any outstanding holidays, or other allowances.

I expect a valid statement of the gross and net amount paid to be sent to my home address.

If I do not receive payment in full (account number [your account number] in the name of [account holder name]) 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.

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

I look forward to your positive response.

With kind regards,

[Employee signature]

[Employee name]

[Address]

[Post code + town]