

ADVOCATE'S LETTERHEAD

Adv. [Full Name] | Enrolment No.: [Bar Council No.] | [Office Address] | [Phone] | [Email]

Date: [DD/MM/YYYY]

To,
[Name of Employer / Company]
[Registered Office Address with PIN Code]
Through its [Director / HR Head / Authorised Signatory]

Subject: Legal Notice for Payment of Unpaid Salary and Dues — [Employee Name]

Sir/Madam,

Under instructions from and on behalf of my client, [Employee Full Name], who was employed with you as [Designation] from [Joining Date] to [Last Working Date], I hereby serve upon you the following legal notice:

- FACTS:** That my client was employed with you at a monthly salary of ₹[Amount], as evidenced by the appointment letter dated [Date] and salary slips for [months].
- That my client's salary for the period [Month/Year] to [Month/Year], amounting to ₹ [Amount], has not been paid. [Add if applicable: The full and final settlement of ₹ [Amount], including notice pay / leave encashment / other dues, has not been released since [Date of separation].]
- That my client's requests by email dated [Date(s)] have gone unanswered / been ignored.
- LEGAL BASIS:** That your failure to pay the said wages within the time prescribed by Section 17 of the Code on Wages, 2019 is illegal, and renders you liable to pay the said dues along with compensation for the delay.
- DEMAND:** You are hereby called upon to pay my client the outstanding amount of ₹[Total Amount], along with interest at []% per annum from the respective due dates, within 15 (fifteen) days from the receipt of this notice.
- CONSEQUENCE:** Failure to comply will compel my client to file a claim before the competent Authority under the Code on Wages, 2019 and / or initiate proceedings under the Industrial Relations Code, 2020 or a civil suit for recovery, at your risk and cost, without further notice.

A copy of this notice has been retained in my office for record and further action.

Yours faithfully,

[Advocate's Signature]
[Advocate's Name & Seal]
Counsel for [Client Full Name]

Enclosures:

1. Copy of appointment letter
2. Salary slips / bank statements
3. Copies of emails requesting payment

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