

Notice of Intent to Sue for Unpaid Wages

Date: [Insert Date]

To: [Employer Name/Company Name]

Address: [Employer Address]

City, State, ZIP: [City, State, ZIP]

From: [Your Full Name]

Address: [Your Address]

City, State, ZIP: [Your City, State, ZIP]

Email: [Your Email]

Phone: [Your Phone Number]

Subject: Notice of Intent to Sue for Unpaid Wages

Dear [Employer Name/HR Department],

I am writing to formally notify you of my intent to initiate legal proceedings regarding unpaid wages owed to me by [Employer/Company Name] for my employment as [Your Position] from [Start Date] to [End Date].

According to my records, I am owed the following wages:

- Total amount due: \$[Amount]
- Pay periods affected: [List Dates/Pay Periods]
- Details: [e.g., Regular pay, Overtime, Bonuses, PTO, etc.]

Despite previous attempts to resolve this issue, the outstanding amount remains unpaid. Please be advised that under [State/Federal Labor Law - specify if possible], failure to pay earned wages may result in legal penalties, including but not limited to, back pay, liquidated damages, and attorney's fees.

I hereby demand full payment of all outstanding wages within **10 business days** of your receipt of this letter. If payment is not received within this time frame, I will pursue all available legal remedies, including filing a complaint with the [State Labor Department/appropriate agency] and initiating a civil lawsuit to recover my losses.

Please let this letter serve as a final opportunity to resolve this matter amicably before further action is taken. I would prefer to settle this matter directly and avoid litigation if possible.

You may contact me at [Your Email] or [Your Phone Number] to discuss this issue or to arrange payment.

Sincerely,

[Your Full Name]

This **Notice of Intent to Sue** sample provides a clear and professional template for employees seeking unpaid wages. It outlines the necessary details to formally notify employers before pursuing legal action. Using this document can help ensure your rights are protected and facilitate a resolution.