

Formal Resignation Letter Mentioning Unpaid Notice Period

[Your Name]
[Your Address]
[City, State, ZIP Code]
[Email Address]
[Phone Number]
[Date]

[Recipient Name]
[Recipient Job Title/HR Manager]
[Company Name]
[Company Address]
[City, State, ZIP Code]

Subject: Resignation Letter – Unpaid Notice Period

Dear [Recipient Name],

I am writing to formally resign from my position as [Your Position] at [Company Name], effective [Last Working Day, typically two weeks from the date above unless otherwise specified in your contract].

As per my employment contract, I am required to serve a notice period of [Notice Period Duration, e.g., one month]. I would like to bring to your attention that the compensation for my notice period has not been settled as of this date. I request that all outstanding dues, including the unpaid notice period, be cleared at the earliest convenience to ensure a smooth transition and proper closure of my employment.

I have enjoyed my time at [Company Name] and value the experience and opportunities I have gained. Please let me know if there are any formalities or paperwork I should complete before my departure.

Thank you for your attention to this matter. I look forward to your prompt response regarding the settlement of the pending notice period payment.

Sincerely,
[Your Name]