

# UNPAID WAGES DEMAND LETTER

[YOUR FULL LEGAL NAME] [YOUR ADDRESS]

VIA CERTIFIED MAIL, RETURN RECEIPT REQUESTED

[RECIPIENT S NAME] (attn: Human Resources / Payroll / Registered Agent) [RECIPIENT S ADDRESS]

**Re: Demand for Payment of Unpaid Wages — \$0.00**

Dear [RECIPIENT S NAME]:

This letter is a formal demand for payment of **unpaid wages** owed to [YOUR FULL LEGAL NAME] by [EMPLOYER LEGAL NAME] (the "Employer") under the federal Fair Labor Standards Act and the wage-and-hour law of the State of [STATE].

## I. Employment

[YOUR FULL LEGAL NAME] was employed by the Employer from \*\*\*\* to \*\*\*\* at a rate of [RATE OF PAY E G 25].

## II. Nature of the Wage Claim

The nature of the wage claim is: **Unpaid Regular**.

Unpaid hours / pay periods at issue: [UNPAID HOURS PAY PERIODS AT ISSUE].

Total unpaid wages owed: **\$0.00**.

## III. Factual Background

[FACTUAL BACKGROUND DATES EVENTS AGREEMENT CONTEXT]

## IV. Legal Basis

The Employer's failure to pay all wages earned constitutes a violation of:

- the **Fair Labor Standards Act**, 29 U.S.C. §§201–219, which requires payment of at least the federal minimum wage and overtime at **1.5× the regular rate** for all hours worked over 40 in a workweek, and which entitles a prevailing employee to **liquidated (double) damages**, reasonable attorneys' fees, and costs (29 U.S.C. §216(b)); and
- the wage-payment and wage-theft statutes of the State of [STATE].

## FLSA §216(b) — Liquidated Damages

A prevailing employee is entitled to recover unpaid wages plus an **equal additional amount** as liquidated damages, attorneys' fees, and costs.

## V. Demand

[YOUR FULL LEGAL NAME] hereby **DEMANDS** payment of **\$0.00** in unpaid wages, together with all applicable statutory penalties, liquidated damages, waiting-time penalties, and interest, within **14 (fourteen) days** of receipt of this letter.

[SPECIFIC ACTION S DEMANDED PAY RETURN]

## VI. Consequences of Non-Payment

If we do not receive compliance by the deadline, we will pursue all available legal remedies without further notice, including filing suit to recover the amount owed plus interest, costs, and attorneys' fees where permitted.

Failure to pay will result in: (i) the filing of a wage claim with the **U.S. Department of Labor Wage and Hour Division** and/or the [STATE] **Department of Labor / Labor Commissioner**; (ii) the filing of a civil action under the FLSA and [STATE] wage-and-hour law, which may be brought as a **collective or class action** on behalf of similarly-situated employees; and (iii) where applicable, referral to the state Attorney General for **criminal wage-theft** investigation.

## VII. Anti-Retaliation Notice

**Retaliation** against [YOUR FULL LEGAL NAME] for asserting these rights is independently unlawful under **29 U.S.C. §215(a)(3)** and corresponding [STATE] law. Any adverse employment action will be met with an additional claim for retaliation damages, including reinstatement, back pay, front pay, emotional-distress damages, and punitive damages.

## VIII. Preservation of Evidence

You are directed to preserve all time records, payroll records, pay stubs, schedules, offer letters, employee handbooks, emails, text messages, and other documents and ESI relating to [YOUR FULL LEGAL NAME]'s employment.

Sincerely,

[YOUR FULL LEGAL NAME]

\_\_\_\_\_  
PRINTED NAME

SIGNATURE

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DATE

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