

From:

Maria Santos
maria.santos@example.com

Date:

October 8, 2026

To:

Tom Reyes
Harbor Grill LLC
San Diego, California

Subject: Formal Demand for Unpaid Final Wages

Dear Tom Reyes,

I am writing to formally request payment of my earned, unpaid final wages for my employment as a line cook at Harbor Grill LLC from March 3, 2026, through September 12, 2026.

During my final two weeks of work ending September 12, 2026, I worked a total of 76 regular hours at my rate of \$21.00 per hour. This amounts to \$1,596.00 in gross wages. My final paycheck was not provided to me when my employment ended. I followed up with you by text message on September 15, 2026, and September 22, 2026, to request my earnings, but payment has still not been issued.

Under California law, an employer must pay all earned final wages promptly upon an employee's departure. Continued failure to pay final wages when due can result in statutory waiting-time penalties of up to 30 days of wages in addition to the underlying unpaid balance.

Verified legal basis

- [Fair Labor Standards Act, 29 U.S.C. §§ 206–207](#)
- [California Labor Code §§ 201–203](#)

Please complete the following within 7 calendar days from receipt of this document:

- Pay the full amount of \$1,596.00 owed for my 76 hours of final worked time; and
- Provide an itemized final wage statement reflecting these hours, gross earnings, and any required tax withholdings.

If full payment and my itemized wage statement are not provided within 7 calendar days from receipt of this letter, I will escalate this matter by filing a formal wage claim with state labor authorities or seeking legal relief through court action, which may include remedies for full unpaid wages and applicable statutory waiting-time penalties.

Sincerely,

Maria Santos

Notice: Prepared from the information provided. This document is not legal advice.