To,

[Name of Recipient]

[Designation of Recipient]

[Organization Name]

Date:

**Subject: Complaint Letter for Salary Delay**

Dear Mr./Mrs. [name of the Recipient],

I am writing this letter to file my complaint to you about the delay in my monthly salary. It is already [mention Date] and I have not yet received my salary. I am working for the company for about five years and have never faced any such issue, except for the last six months, my salary is often credited lately to my account. I also complained about this to the Accounts Manager, Mr./Mrs. [name of the Manager] but all in vain.

I am a dedicated employee of this company who has always worked hard and finished all the projects assigned to me on time. As per my employment contract, the company will pay my salary on [mention Date] of every month.

I hope that you will personally take this matter into consideration and will take steps to ensure that this will not happen again and all the employees receive their salaries on time.

Thanks a lot!

Yours Sincerely,

[Sender Name]

[Sender Signature]

[Sender Designation]

[Sender Contact Details]