**To Place:**  
The Manager/HR Department, Date:  
Company name,  
City name.

Sub: Application for pending salary.

Dear Sir/Madam,

I **[your name]**, **[employee id]**  resigned as a  **[designation]** at **[company name]** w.e.f **[last working date]**. While leaving the job, I was informed that my last month's salary will be paid under the full and final settlement.

But till now my salary is not credited. I resigned with the permission of the company.

Therefore I request you please release my salary and kindly let me know if you need any further information.

I look forward to a quick response.

Sincerely,  
Your name,  
Mobile no.