A template to complain against Non-Payment of wages

**Instructions**

* This template could be used to register a complaint either in person or over mail for non payment of wages from your employer
* Things you need- Full names of everyone, contact details of both employer and contractor. If all of this is not available, please fill in the details with whatever you have.
* You could fill this directly or take the help from an internet centre or anyone who knows to send a mail.
* The list of email ids are at the bottom (Choose the labour commissioner residing in the state of your employer and add that location under “TO” ) and anyone can send mail on behalf of you (If you don’t have a mail ID). If you have any receipts of payment/work slips/attendance sheet from the employer that can be sent too.
* After sending the mail, request a picture of that mail and keep it with you.
* If you have any other complaint besides wages it can be written in 5

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A complaint against non payment of wages

Date: 22.06.2020

To,

The Labour Officer

Karmika Bhavan,

Sir,

1. The instant complaint is in regard to the refusal of Payment to \_\_\_\_\_\_\_(Your name) S/o \_\_\_\_\_\_\_\_\_\_ residing at \_\_\_\_\_\_\_\_\_\_\_ (Ph: \_\_\_\_\_\_\_\_) by the following employer:

Name:

Address-

Phone number-

(Hereinafter, the ‘company’)

2. \_\_\_\_\_\_\_\_\_\_(Your name) was employed with the company between \_\_\_\_\_\_ and \_\_\_\_\_\_\_in the position \_\_\_\_\_\_\_\_\_\_ and undertook work in the location\_\_\_\_\_\_\_\_ He was taken into employment on a salary of Rs. \_\_\_\_\_\_

3. \_\_\_\_\_\_\_ along with \_\_\_\_\_other workers haven’t been paid the wages for the work undertaken from \_\_\_\_\_\_ to\_\_\_\_\_\_ and now the company owes him/them a sum of \_\_\_\_\_\_\_\_\_\_ for \_\_\_\_\_days.

4. We were employed in the\_\_\_\_\_\_\_\_\_\_\_ company through the contractor\_\_\_\_\_\_\_ mobile number (\_\_\_\_\_\_\_\_\_\_\_\_\_)

5.

Therefore, we request you to treat this letter as a formal complaint and help us in ensuring our wages are paid immediately.

Sincerely,