**Reminder Letter to Manager for Due Salary**

Dear Sir,

I am a former employee of your firm. Two months ago, I came across the opportunity of moving abroad along with my family. After serving my notice period, I submitted my resign. I have still been waiting for my salary to be paid by your accounts department. I have a flight two weeks from now and I am in urgent need of my pending salary for my present expenses.

I am shedding light on this issue before you. I have been an honest employee of your company during my stay. I want you to take necessary actions as soon as possible so that I get my pending salary before I move abroad.

Regards,

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