

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]  
[Employer's Name]  
[Company Name]  
[Company Address]  
[City, State, Zip Code]

Dear [Employer's Name],

I hope this message finds you well. I am writing to formally address concerns regarding [specific issue, e.g., unpaid wages, lack of progress on promised advancements, etc.]. Despite our previous discussions on [dates of previous discussions], there has been no resolution.

As a dedicated employee, I believe it is important to discuss these matters promptly and effectively. I am therefore providing this ultimatum: I request a resolution by [specific date, at least 14 days from today]. If we are unable to reach a satisfactory agreement by that time, I will have no choice but to [mention potential actions, e.g., escalate the issue, seek legal advice, resign, etc.].

I hope we can resolve this matter amicably. Thank you for your attention to this urgent issue.

Sincerely,

[Your Name]  
[Your Job Title]