

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]

[Recipient Name]
[Recipient's Job Title]
[Company/Organization Name]
[Company Address]
[City, State, Zip Code]

Dear [Recipient Name],

Subject: Application for Wage Protection System (WPS)

I am writing to formally submit my application for the Wage Protection System (WPS) as mandated by the relevant labor authorities.

I am [Your Full Name], currently employed as a [Your Job Title] with [Company Name]. My Employee ID is [Employee ID], and I have been with the company since [Starting Date].

Purpose of Application:

The primary purpose of this application is to ensure that my salary disbursement complies with the WPS regulations, thus safeguarding my rights and ensuring timely payment of wages for my work.

Details of Employment:

- Job Title: [Your Job Title]
- Department: [Your Department]
- Monthly Salary: [Your Salary]
- Employment Type: [Permanent/Contractual]
- Work Authorization: [Visa Type, if applicable]

Attached Documents:

I have enclosed the following documents to support my application:

1. Copy of my Employment Contract
2. Salary Certificate issued by [Company Name]
3. Copy of my Emirates ID/Passport
4. [Any other relevant documentation]

Compliance Assurance:

I assure you that all the information provided in this application is accurate and true to the best of my knowledge. I fully understand the regulations surrounding the WPS and am committed to complying with all necessary requirements.

I kindly request your prompt attention to this matter, as it is crucial for the timely processing of my salary through the WPS. Should you require any further information or documentation, please do not hesitate to contact me at [Your Phone Number] or [Your Email Address].

Thank you for your consideration. I look forward to your positive response.

Sincerely,

[Your Name]
[Your Job Title]
[Company Name]
[Employee ID] (if applicable)