

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

[Date]  
[Employer's Name]  
[Company's Name]  
[Company's Address]  
[City, State, Zip Code]

Dear [Employer's Name],  
Subject: Ultimatum Regarding [Issue/Concern]

I hope this message finds you well. I am writing to formally address a matter that has become increasingly pressing. [Briefly state the issue or concern, e.g., salary dispute, working conditions, etc.].

Despite [mention any previous discussions or attempts to resolve the issue], the matter remains unresolved. Therefore, I am compelled to present this ultimatum.

I am requesting that [clearly state your demands or expected outcomes, e.g., a salary increase, changes in working conditions, etc.] by [set a specific deadline, e.g., the end of the month]. If my demands are not met by this date, I will be left with no option but to [mention the consequences, e.g., consider alternative employment, escalate the issue, etc.].

I believe this can be resolved amicably, and I hope to hear from you soon to discuss this matter further.

Thank you for your attention to this urgent matter.

Sincerely,  
[Your Name]  
[Your Job Title]