

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

Dear [Manager's Name],

Subject: Ultimatum for [Specific Issue]

I hope this message finds you well. I am writing to formally address a significant concern regarding [briefly state the issue]. Despite our previous discussions on this matter, I have not seen any actionable steps taken to resolve it.

As of [specific date], I would like to present an ultimatum: [clearly state your demands or required actions]. If this matter is not resolved by [specific deadline], I will unfortunately be compelled to consider alternative options, including [potential consequences, e.g., resignation, legal action].

I hope to reach a mutually beneficial resolution and appreciate your understanding of the urgency of this situation. Thank you for your prompt attention to this matter.

Sincerely,

[Your Name]
[Your Job Title]
[Your Department]