

Reminder Email for Pending Salary

Subject: Gentle Reminder: Pending Salary Payment for February 2024

Dear Patricia Smith,

I hope you are doing well. I am writing to gently remind you of my pending salary for the month of February 2024, which, as of today, has not been credited to my account. I understand the complexities and the busy schedule of our accounting department, but I would appreciate any update regarding the status of this payment.

Details for Your Reference:

- **Employee Name:** John Doe
- **Employee ID:** 45231
- **Period:** February 2024
- **Scheduled Pay Date:** March 5th, 2024

The timely resolution of this matter is important to me, and I am more than willing to provide any necessary information or documentation that may be required to expedite the process.

I trust this is an oversight and can be quickly rectified. Please let me know if there is a new timeline I should be aware of, or if there are any discrepancies on my end that need to be addressed.

Thank you very much for your attention to this matter. I look forward to your prompt response.

Warm regards,

John Doe Design Department john.doe@email.com (555) 123-4567

