

## Completing a Letter of Demand

If an employee's attempts to informally resolve a dispute with their employer (or former employer) regarding employee entitlements has failed, employees can send a formal Letter of Demand to their employer (or former employer) requesting payment of what they believe is owed.

This letter should outline what the dispute is about and what entitlements the employee believes they are owed. The letter should include clear notice that the employee intends to commence legal proceedings if the matter is not resolved within a set period.

### Letter of Demand template

A suggested Letter of Demand template is attached on this webpage.

It has been colour coded to help you complete it correctly. You simply need to replace the **<red text>** with all relevant information that applies to you and your situation.

Explanatory information is shown in *blue italics* to assist you to prepare your letter.

This explanatory text should be deleted once you have finished your letter.