

<Your address>

<Your phone number>

<Name of employer>

<Address of employer>

<Date>

Dear <insert name of employer>

I am writing about employee entitlements that I do not believe I have received.

Choose the appropriate option below.

I was employed by you between <starting date of employment> and <finishing date of employment> on a <insert employment status e.g., full-time, part-time or casual> basis as a <insert job title>.

or

I have been employed with you since <starting date of employment> on a <insert employment status e.g., full-time, part-time or casual> basis as a <insert job title>.

I understand that my employment <is/was> subject to <insert name of relevant award or agreement, or the *Fair Work Act 2009* for statutory entitlements, or "my contract of employment">. >. Under this <award/agreement/Act/my contract of employment> I believe I am entitled to <insert details of outstanding entitlements, including the exact amount of money being claimed>.

I have included documents outlining my entitlements in support of my claim.

Delete the above sentence if not relevant. You can find documents about entitlements such as wages and leave [here](#).

I would appreciate your consideration of this matter. If I do not hear from you within 7 days, I will consider lodging a complaint with the Court to recover my entitlements for <award/agreement/Act entitlements>. Information in relation to your obligations can be found [here](#). Alternatively, you may wish to seek independent legal advice.

I look forward to an early resolution of this matter.

Yours sincerely,

<Insert name and signature>