

Example Letter of Demand for Employees whose employment has ended

**Mr John Principal Contractor
Smiths Furniture Pty Ltd
12 Eden Street
ABBLEASTY 4567**

**Ms Sue Worker
2 Victoria Street
JONESTOWN 3210
ph 9123 4567**

[date]

Dear Mr Employer

Payment of employee entitlements: Sue Worker

I commenced permanent full-time employment with your company on **[date]** as a process worker.

While working at your company, I was paid \$14.50 per hour during ordinary working hours.

My employment was terminated by you without notice on **[date]** . My most recent pay-slip shows that I had 63.75 hours of annual leave remaining. I am entitled to be paid out these hours as my employment has ended. You therefore owe me \$924.38 in annual leave payments.

I have also received advice that as my employment was terminated by you without notice, I am entitled to be paid in lieu of notice under Australian law. I have been advised that as I have completed more than 1 year but not more than 3 years continuous service, I am entitled to two weeks notice. You therefore owe me \$1102.00 in notice.

On **[date]** , I spoke to the office manager about this matter and I was advised that a cheque was being prepared. On **[date]** I contacted you as I had not received anything. You advised me that the matter would be taken care of. On **[date]** I again contacted your office as I had not received anything and I was told you were unavailable.

The total payment owing to me is \$2026.38. This payment is now well overdue. If I do not receive a cheque from you for this amount within seven days of the date of this letter, I will commence legal proceedings to recover the money without further notice.

Yours sincerely

Sue Worker