

## Example Letter of Demand for employees whose employment has ended

**Ms Jane Employer  
ABC Chicken Factory Co.  
123 Main Street  
Bosstown VIC 3000**

**Mr John Worker  
2 Victoria St  
Workertown VIC 3000**

**[date]**

Dear Ms Employer,

### **Payment of employee entitlements: John Worker**

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

While working at your company, I was paid **[insert amount]** 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 **[insert number]** hours of annual leave remaining. I am entitled to be paid out these hours as my employment has ended. You therefore owe me **[insert amount]** 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.

### **[Insert appropriate sentence]**

- As I have completed 1 year or less of service, I am entitled to 1 week notice. You therefore owe me an additional **[insert amount]** in notice.
- As I have completed between 1 and 3 years of service, I am entitled to 2 weeks notice. You therefore owe me an additional **[insert amount]** in notice.
- As I have completed between 3 and 5 years of service, I am entitled to 3 weeks notice. You therefore owe me an additional **[insert amount]** in notice.
- As I have completed more than 5 years of service, I am entitled to 4 weeks notice. You therefore owe me an additional **[insert amount]** in notice.

On **[date]**, I spoke to the office manager about this matter and I was advised that payroll was processing payment. 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 **[insert amount]**. This payment is now well overdue. If I do not receive payment of this amount from you within seven days of the date of this letter, I will commence legal proceedings to recover the money without further notice.

Yours sincerely,

John Worker