

## Example Letter of Demand for employees

**Ms Jane Employer  
Smiths Furniture Pty Ltd  
123 Main Street  
Bosstown VIC 3000**

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

**[date]**

Dear Ms Employer,

### **Payment of salary: John Worker, employee no. 123456**

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

**[Option 1]** Before I started work, we agreed that I would be paid an hourly rate of **[Agreed amount]** for the first 38 hours of work performed during ordinary working hours. We also agreed that I would be paid **[agreed amount]** per hour for overtime work and work done on Saturdays.

**[Option 2]** Under **[insert name of applicable Modern Award or Enterprise Agreement]**, I am entitled to be paid **[insert amount]** per hour on weekdays, with **[insert amount]** on Saturdays and for overtime work.

Since the commencement of my employment, in addition to working my 38 hours every week, I have worked every Saturday and I have done a large amount of overtime. In summary, the additional hours I have worked are as follows:

Week 1 – Saturday – 6 hours, overtime - 2 hours.  
Week 2 – Saturday – 7 hours, overtime - 8 hours.  
Week 3 – Saturday – 4 hours, overtime - 4 hours.  
Week 4 – Saturday – 8 hours, overtime - 5 hours.  
Week 5 – Saturday – 6 hours, overtime - 5 hours.  
Week 6 – Saturday – 6.5 hours, overtime - 6 hours.  
Week 7 – Saturday – 7 hours, overtime - 4 hours.  
Week 8 – Saturday – 5.5 hours, overtime - 8 hours.

### **Total additional hours worked = 92**

I have entered these hours on my timesheet and submitted them to you as required.

However, I have only been paid for the ordinary hours that I worked. This means that I have not been paid **[insert amount]** per hour for the 92 additional hours I worked. This amounts to **[insert amount]**.

Please arrange for payment of this amount to be made immediately. In the event that payment is not received within 14 days I will commence legal proceedings against you to recover this money and my costs.

Yours sincerely,

John Worker