

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