

Send



To

[Employer's Email]

Cc Bcc

Subject: Underpayment of Wages

[Date]

Dear [Name of Employer],

We are writing to bring to your attention our concerns regarding our employee entitlements

We believe that we have not been paid in accordance with [award]. Specifically, we have identified the following issues:

- We are being paid a flat rate, which does not include weekend and public holiday rates as stipulated by the Award.
- The flat rates we are paid are below the ordinary rate of pay we are entitled to under the Award.

We request that you rectify our unpaid wages and entitlements promptly. Our calculations indicate significant underpayment, and we expect immediate action to resolve this matter.

We appreciate your attention to this matter. If I do not receive a response within 14 days, We will consider taking further steps to resolve these issues, which may include notifying the Fair Work Ombudsman or pursuing formal proceedings. In such proceedings, We may seek compensation, interest, and the imposition of civil penalties.

We hope we can resolve this matter swiftly and amicably. Thank you for your prompt attention to this issue.

Yours Sincerely,

[Names of Group Members]