

Send



To

[Employer's Email]

Cc Bcc

Subject: Underpayment of Wages

[Date]

Dear [Name of Employer],

I am writing regarding my employment with [name of business]. After reviewing my pay records, I have determined that I have been underpaid as follows:

- **Underpayment of Wages:** \$[XXX]
- **Underpayment of Superannuation:** \$[XXX]

I was employed by your company from [start date] to [end date]. During this time, I worked as a [position] on a [casual/part-time/full-time] basis. My regular schedule included 14 hours per week, with shifts on Monday, Saturday, and Sunday in [December/month], and on Monday, Tuesday, and Saturday in [January and February/subsequent months].

The correct total payment I should have received is \$[correct total payment], but I was only paid \$[amount actually paid], resulting in a total underpayment of \$[amount of underpayment].

I request that the total amount of \$[amount of underpayment] be paid to me within 14 days of this letter.

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

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

Regards,

[Your Name]

[Your Contact Details]