

*Employer Name*

*Employer Address*

Dear *Employer Name*

I am writing to you because I am concerned that I have not received my correct employment entitlements.

I was employed by you:

* between *enter dates.*
* on a *(full time, part time or casual)* basis.
* as a *trade or job title.*

I have been in contact with Wageline at the Department of Energy, Mines, Industry Regulation and Safety. From my discussion, it appears that my employment wassubject to

* *name of WA award or the Minimum Conditions of Employment Act (if a pay rate, or annual or sick leave issue).*
* *the Long Service Leave Act (if a long service leave issue).*

I believe I have been underpaid by the business a total of *$.............* as a result of:

*Specify the details of your claim for example:*

* *non payment of pro rata long service when I resigned last month.*
* *non payment of double time rates for my shifts each Sunday in July.*

If you wish to clarify your employment obligations, you can visit the Wageline website at [www.demirs.wa.gov.au/wageline](http://www.demirs.wa.gov.au/wageline) or contact Wageline on 1300 655 266.

Wageline has advised me that if you do not respond to my claim in a reasonable time, I am able to lodge a complaint with Private Sector Labour Relations at the Department of Energy, Mines, Industry Regulation and Safety.

I am seeking to have all money owed to me paid within 14 days of this letter.

*Your name*

*Your address*

*Your signature*

*Date signed*