

SAMPLE LETTER TO YOUR EMPLOYER

Your Address

Date

Employers Name and Address

Dear Sir/Madam

I am writing to claim monies which I believe are owed to me following the ending of my employment. I am owed

- x amount of wages in the sum of £ for the period x –x*
- bonus or commission for x period of time*
- holiday pay of x days*
- notice pay or pay in lieu of notice of x weeks pay*
- any other money due*

(* please do not include those not applicable)

Please make arrangements to forward the outstanding monies within the next 14 days. If I do not receive payment I will have to consider starting proceedings for breach of contract/unlawful deduction from wages.

When replying please send me a copy of my contract of employment.

Yours faithfully

Your Name & Signature