

## Example Letter of Demand for independent contractors

Mr John Principal Contractor  
Smiths Furniture Pty Ltd  
12 Eden Street  
ABBLEASTY 4567

Ms Sue Worker  
2 Victoria Street  
JONESTOWN 3210  
ph 9123 4567

**[ date]**

Dear Mr Contractor,

### **Payment for work: Painting at your office**

On **[date]** we entered into a contract for the painting of your office at 12 Eden Street, Abbleasty.

Under this contract I was required to paint your office on **[date]**, supplying all materials and equipment, and to have the office ready to be re-occupied by **[date]**. We agreed that I would be paid \$200.00 plus cost of materials for this job and 10% GST, upon presentation of an invoice.

This job was performed on **[date]** and the office was ready for re-occupation on **[date]**.

I supplied you with an invoice on [date] requiring payment of \$310.00 within 30 days. The money was not paid within this time.

On **[date]** and again on the **[date]** I contacted your office requesting payment of this account. The money remains unpaid.

I now advise that unless I receive a cheque for \$310.00 within seven days of the date of this letter, I will commence legal proceedings against you to recover this money and my costs.

Yours faithfully,

Sue Worker

## Example Letter of Demand for employees

Mr John Employer  
Smiths Furniture Pty Ltd  
12 Eden Street  
ABBLEASTY 4567

Ms Sue Worker  
2 Victoria Street  
JONESTOWN 3210  
ph 9123 4567

**[ date]**

Dear Mr Employer

**Payment of salary: Bob Worker, employee no. 123456**

*I commenced permanent full-time employment with your company on [ date] 2004 as a carpenter.*

*Before I started work, we agreed that I would be paid an hourly rate of \$20.00 for the first 38 hours of work performed during ordinary working hours. We also agreed that I would be paid \$30.00 per hour for overtime work and work done on Saturdays.*

*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 \$30.00 per hour for the 92 additional hours I worked. This amounts to \$2760.*

*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,

Sue Worker

## Example Letter of Demand for employees whose employment has ended

Mr John Employer  
JE Industries Pty Ltd  
12 Toil Street  
SMITHTOWN 4567

Ms Sue Worker  
2 Victoria Street  
JONESTOWN 3210  
ph 9123 4567

**[ date]**

Dear Mr Employer

### **Payment of employee entitlements: Sue Worker**

*I commenced permanent full-time employment with your company on [ date] as a process worker.*

*While working at your company, I was paid \$14.50 per hour during ordinary working hours.*

*My employment was terminated by you without notice on [ date]. My most recent pay-slip shows that I had 63.75 hours of annual leave remaining. I am entitled to be paid out these hours as my employment has ended. You therefore owe me \$924.38 in annual leave payments.*

*I have also received advice that as my employment was terminated by you without notice, I am entitled to be paid in lieu of notice under Australian law. I have been advised that as I have completed more than 1 year but not more than 3 years continuous service, I am entitled to two weeks notice. You therefore owe me \$1102.00 in notice.*

*On [ date], I spoke to the office manager about this matter and I was advised that a cheque was being prepared. On [ date] I contacted you as I had not received anything. You advised me that the matter would be taken care of. On [ date] I again contacted your office as I had not received anything and I was told you were unavailable.*

*The total payment owing to me is \$2026.38. This payment is now well overdue. If I do not receive a cheque from you for this amount within seven days of the date of this letter, I will commence legal proceedings to recover the money without further notice.*

Yours sincerely

Sue Worker