|  |
| --- |
| *WARNING:* 1. Use of this letter in any way is subject to the terms and conditions of the copyright owner, which can be found here: <http://aclc.org.nz/terms-and-conditions/>
2. The copyright owner has permitted use of this letter for the purpose of helping people to resolve their own legal issues.
3. Providing this letter and permitting its use does not amount to legal advice and is not an adequate substitute for legal advice.
4. The copyright owner has taken reasonable efforts to ensure this letter is legally accurate and up-to-date. However, the copyright owner takes no responsibility for errors, omissions, or consequences for the manner in which the letter is used.
5. We strongly recommend that you obtain independent legal advice before using this letter.

*USING THIS LETTER:*1. Fill in the areas that are marked with square brackets - [LIKE THIS].
2. Print and Sign.
3. Make a copy then post the letter.
4. Do NOT send this instruction page.

*WHEN TO USE THIS LETTER:*Use this letter if you are being paid less than the minimum wage. Check this website to find out what minimum wage applies to you: <http://www.dol.govt.nz/er/pay/minimumwage/> |

[DATE]

[YOUR NAME]

[YOUR ADDRESS]

[EMPLOYER’S NAME]

[EMPLOYER’S ADDRESS]

**Sent by [POST/EMAIL]**

Dear [EMPLOYER’S NAME]

**RE: MINIMUM WAGE BREACH**

I am writing to express my concern about the wage rate that I am receiving. I believe I am receiving less than the minimum wage. I would like to be paid the minimum wage and any back-pay I am owed.

I have worked the following number of hours in the past pay period:

[INSERT NUMBER OF HOURS WORKED IN THE LAST PAY PERIOD]

I have received the following pay for the last pay period:

[INSERT YOUR GROSS PAY FOR THE LAST PAY PERIOD]

This works out as the following hourly rate:

$[INSERT GROSS PAY] **÷** [INSERT HOURS WORKED] **=** Hourly rate of $[INSERT TOTAL]

This is less than the minimum wage rate I am eligible for. The minimum wage that I am eligible for is:

Hourly rate of [INSERT MINIMUM WAGE THAT APPLIES TO YOU]

Please contact me to discuss a resolution to the matter.

I look forward to hearing from you.

Yours faithfully,

[YOUR NAME]

[YOUR PHONE NUMBER]