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[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]