

# UNDERPAYMENT LETTER TO EMPLOYEE

Employer: \_\_\_\_\_  
Employee Name: \_\_\_\_\_  
Employee Position: \_\_\_\_\_

Dear Employee,

This letter serves as formal notification that a review of your remuneration records has identified an underpayment of wages. The Company takes compliance with the Fair Work Act 2009 (Cth) and all relevant Australian employment laws seriously and is committed to rectifying this matter promptly.

## Details of Underpayment:

The underpayment relates to the following periods and components of remuneration:

Period	Type of Payment	Amount Underpaid (AUD)
From _____ to _____	Base Salary	_____
From _____ to _____	Overtime	_____
From _____ to _____	Allowances	_____
Total Amount Owed		_____

## Rectification and Payment:

The Company will make arrangements to reimburse the underpaid amounts within a reasonable period, in accordance with the Fair Work Ombudsman's guidelines and relevant Australian law. Payment will be made via your usual payment method unless otherwise agreed.

## Employee Acknowledgement:

Please acknowledge receipt of this letter by signing below. If you have any questions or require further information, please contact Human Resources at the earliest opportunity.

**EMPLOYER REPRESENTATIVE**

**EMPLOYEE**

\_\_\_\_\_  
Name: \_\_\_\_\_ Name: \_\_\_\_\_  
Signature: \_\_\_\_\_ Signature: \_\_\_\_\_  
Date: \_\_\_\_\_ Date: \_\_\_\_\_

**Legal Notice:**

This letter is issued in accordance with the Fair Work Act 2009 (Cth) and associated legislation. The Company is committed to compliance with all Australian workplace laws and will take all necessary steps to ensure fair remuneration. Failure to address this matter may result in enforcement action by the Fair Work Ombudsman and other regulatory bodies.

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