

Ellie Peterson  
12 Lane Street  
Oldtown NSW 2111

13 August 2013

Frank Frankie

Frankie's Pizza

50 Hunter St, Sydney NSW 2000

**RE: OUTSTANDING WAGES AND ENTITLEMENTS**

Dear Mr Frankie,

I refer to my employment with your organisation for the period 2 June 2010 to 27 June 2013 as a food and beverage attendant grade 2.

I believe my employment was subject to the Fast Food Industry Award 2010 and the National Employment Standards (NES) in the Fair Work Act 2009 (Cth).

Under the Award and the NES, I am entitled to:

- four weeks annual leave for every year of service. Over three years and 25 days service, that equals 61.44 days
- 17.5% leave loading
- three weeks notice of termination or payment in lieu of notice
- redundancy payment equivalent to seven weeks wages.

During the time I was employed I took a total of 40 days annual leave. Therefore I am owed payment for unused annual leave equal to 4.3 weeks.

I believe the following entitlements are owed to me:

Unused annual leave	\$2858.64
Annual leave loading of 17.5% on five weeks unused annual leave	\$500.26
Payment in lieu of notice	\$664.80
Redundancy payment	\$4653.60
TOTAL	\$8677.30

Please pay the outstanding amount of \$8677.30, less any tax payable, within fourteen days of this letter. If I do not hear from you within this time, I will consider making a complaint to the Fair Work Ombudsman, and possibly court action.

My telephone number is 0432 985 247.

I look forward to resolving this matter as soon as possible.

Yours sincerely,

***Kim-Ly Geun***