

Here is an example of a wage demand letter. It is important that you keep a copy of the signed letter. You should also make note of the date you send the letter. It is a good idea to send it by certified mail or ask at the post office about confirmation of delivery. That way you have proof it was sent, where it was sent and on what day.

Date: _____

(Write your employer's name and address in this space)

Re: Wage Demand, Request for Employment File and Reason for Termination

Dear (Employer's name):

Please send me a copy of my complete employment file as well as the reason for my termination. Additionally, I am requesting all outstanding wages due and owing pursuant to Minnesota law to be sent to me within 24 hours from this demand. If I do not receive my wages, I will pursue all statutory penalties available for nonpayment of wages.

Please send the requested information and wages to me at the following address:

(clearly print your name and address)

Sincerely,

(Your signature)