<Insert Date>

<Employee Name>

<Employee Address>

<Employee Address>

Dear <Employee Name>,

Re:- Underpayment of Apprentice Allowances & Wages

This letter is to formally advise that an internal audit has identified that you have been underpaid the following allowances, in line with the <*Insert Award Title>,* over the period <Insert Dates> to <Insert Dates>.

A summary of the underpayment is as follows:-

Tool Allowance – applicable after initial 6 months of employment

14/12/17 to 30/06/18 (28 weeks = $00.00)

01/07/18 to 13/12/18 (24 weeks = $00.00)

14/12/18 to 31/01/19 (7 weeks = $00.00)

Tool Allowance Total = $00.00

As per the *<Insert Award>* you are entitled to receive $00.00 per week (4th Year Apprentice) for supplying and maintaining tools ordinarily required in the performance of your work as an apprentice. This allowance will be listed on your payslip from the <Insert Date>.

Meal Allowance

<Insert Date> to <Insert Date> as per the attached spreadsheet $00.00.

Please note from <Insert Date> the meal allowance was increased to $00.00 in line with the Award increase effective <Insert Date> and this has been reflected in your pay from the first pay period after this date.

Wage Underpayment

The Award hourly rate increased to $00.00 per hour from the 1st July 2018 and at this time your hourly rate was $00.00 per hour therefore you were underpaid during the period <Insert Date> to <Insert Date>. This resulted in an underpayment of $00.00

In order to remedy this under payment you will receive a one-off back payment on <Insert Date> in the amount of $00.00 and going forward all allowances will be paid in accordance with the <*Insert Award>.*

Employees and employers may seek information about minimum terms and conditions of employment from the Fair Work Ombudsman. If you wish to contact them you can call 13 13 94 or visit their website at [www.fairwork.gov.au](http://www.fairwork.gov.au/).

If there are any questions at all, please do not hesitate to contact me.

Yours sincerely,

Insert Name

Insert Title

Insert Company