

# Salary Dispute Workplace Complaint

Date: \_\_\_\_\_

To: \_\_\_\_\_

Position/Department: \_\_\_\_\_

Company Name: \_\_\_\_\_

## Subject: Formal Complaint - Salary Dispute

Dear \_\_\_\_\_,

I am writing to formally bring to your attention a dispute regarding my salary. I have noticed discrepancies in my recent salary payments that I believe warrant immediate attention and resolution.

### Details of the Dispute

- **Period of Discrepancy:** \_\_\_\_\_
- **Expected Salary:** \_\_\_\_\_
- **Received Salary:** \_\_\_\_\_
- **Nature of Discrepancy:** (e.g., unpaid overtime, deductions, etc.) \_\_\_\_\_

### Background

I have reviewed my employment contract and payslips, and I believe that my salary payments do not align with the agreed terms. I kindly request a thorough review of my salary records and clarification on the calculations made.

### Request for Resolution

I respectfully request that the discrepancy be addressed at the earliest possible opportunity. I also request an official explanation for the difference and any related documentation pertinent to this matter.

Please let me know if you require further information or documentation from my side to expedite this process.

Thank you for your attention to this matter.

Sincerely,

\_\_\_\_\_

(Your Name)

(Employee ID/Designation)

(Contact Information)