

Formal Complaint Regarding Wage Discrepancies

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]

[Date]

[Manager's Name or HR Department]
[Company Name]
[Company Address]
[City, State, Zip Code]

Dear [Manager's Name or HR Department],

I am writing to formally address a concerning issue I have encountered regarding discrepancies in my wages. I have reviewed my recent pay stubs and compared them to the agreed-upon compensation package outlined in my employment contract.

Specifically, I have noticed that my [specific issues, e.g., hourly rate, overtime pay, bonuses] do not align with our agreement. For instance, in the pay period of [specific dates], my compensation was [specific amount], whereas it should have been [expected amount]. This discrepancy has caused significant concern and financial difficulty for me.

I kindly request that a thorough investigation be conducted regarding this matter. I believe it is essential for both my peace of mind and my continued commitment to [Company Name] that this issue is resolved promptly.

Please let me know how we can address this issue at your earliest convenience. I am looking forward to your prompt response.

Thank you for your attention to this matter.

Sincerely,
[Your Name]