DATE

To

[Recipient Name]

Dear Stuart,

I hope you’re having a fresh start to the new week.

I wrote you an email while you were off for the training conference. As you know, we are short of staff these days. Due to this reason I have been working quite a lot of overtime. I have been doing overtime for two months. Not just that, I worked a couple of weekends as well. But when I received my salary, I was paid only for my basic salary.

I was confused regarding my salary so I reviewed my contract. My contract has a clause that makes me eligible for the overtime salary. This is not just a breach of my contract but also a set back to the trust that I have over you. I would like you to review my contract and back pay me if possible.

With thanks

[You Name]