[Your name]   
[Your address]

[Employer’s name]   
[Employer’s address]

[Location, today’s date]

**Entitlement to wages**

I was employed at [employer] from [date] to [date]; see the enclosed copy of my work contract (Appendix 1). I worked [number of] hours in [month]; see the enclosed copy of my timesheet (Appendix 2). I have not been paid for these working hours. Nor have I received any overtime payment or holiday pay; see the enclosed calculation of the amount outstanding (Appendix 3). I hereby claim wages for the work I have done.

*As of [today’s date], this claim totals:*

|  |  |  |
| --- | --- | --- |
| *+* | Wages claimed for [number of] working hours  Interest on overdue payment, from [due date] to [today’s date], see section 2.4 | kr. 10 000,00  kr. 200,00 |
| *+* | Overtime payment of 40% for [number of] hours of overtime, see section 2.2  Interest on overdue payment, from [due date] to [today’s date] | kr. 1 000,00  kr. 50,00 |
| *+* | Holiday pay, see section 2.3 Interest on overdue payment, from [due date] to [today’s date] | kr. 1 000,00 kr. 50,00 |
| ***=*** | **Claim as of [today’s date]** | **kr. 12 300,00** |

Please make this payment to account number [your account number] as soon as possible, and at the latest within two weeks after receiving this letter.

Please be advised that tax must be deducted from the wages as usual, with the exception of holiday pay.

Please assess this claim and the basis for it, cf. Section 5-2 of the Disputes Act.

This is a notice of enforcement. The claim will be pursued through legal channels and further interest and expenses will incur if no payment is made. Enforcement will be applied for in accordance with Section 4-18 of the Enforcement Act.

This letter is sent by registered post and the regular postal service.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_

[Your name]

Enclosures: 1) Work contract, 2) Timesheet, 3) Calculation of the amount outstanding

Page 1 of 1