

(Former Employer)  
(Address 1)  
(Address 2)

(Date)

Dear (Former Employer),

Upon reviewing the records of my former employment with you, I came across important and relevant information from the State Labor Commissioner's **Division of Labor Standards Enforcement**. Even though you chose to terminate my employment exactly 1 day before I was there a year, I am pleased to report that I am still entitled to 100% of earned vacation time. The investigator I spoke with reviewed everything thoroughly, and specifically said that being terminated 1 day shy of a full year **does not allow any deductions therewith**.

Further, I have been advised by a labor law specialist that I am not only entitled to the vacation pay, but because it was owed when you terminated my employment I am also entitled to interest on the money, and perhaps additional damages. Although I would recoup more financially in a labor board hearing, *in the interest of time* I am willing to accept a settlement of **full payment of the 2 weeks earned vacation pay (\$1250.00) but only if I receive the funds by one week from today, (Date), no exceptions.**

If I have not received a check by the 13th, then bright and early on (Date) I will be opening a case with the **Division of Labor Standards Enforcement**, where I will be asking the Commissioner for:

- (1) the \$1250 that I was owed in November (Year), and;
- (2) 18 months of interest on that money, and;
- (3) any additional punitive or compensatory damages the Commissioner sees fit.

Considering your attorney's time, the principal, interest, and the wild card of punitive damages, surely you can see that any reluctance or unwillingness on your part to settle the matter today could easily double your financial exposure tomorrow. You're a smart man, Dan... if you pay the money now you will still get away with saving 18 months of interest, other damages, attorney fees, and aggravation for both you and (Wife). Send the check to (Sender's Name and Address)

As you said to me on the day you fired me, "this isn't personal, it's just business..." Other than the check itself, any other communication is not necessary or desired. Only receipt or non-receipt of your check **one week from today** will determine where, when, and at what dollar figure this matter is settled.

Sincerely,

(Sender)