

Date: [Date]

To:

[Employee Name]

[Employee Address]

[City, State, Zip Code]

Subject: Response to Wage Dispute Demand dated [Date of Demand Letter]

Dear [Employee Name],

We are writing in response to your letter dated [Date], regarding your claim for unpaid wages in the amount of \$[Amount]. [Company Name] takes all payroll matters seriously and has conducted a thorough review of your personnel file, timecards, and payroll records.

[Option 1: Claim Disputed]

Based on our records, we find that all wages owed to you have been paid in full. Our records indicate that [provide brief explanation, e.g., hours worked match the payments issued / the deductions taken were legally authorized]. Attached are copies of the relevant payroll documentation for your review.

[Option 2: Claim Partially or Fully Accepted]

Upon review, we have identified a discrepancy regarding [briefly describe, e.g., overtime hours / unpaid commissions]. We have processed a payment in the amount of \$[Amount] to resolve this matter. You should receive this payment via [Method of Payment] by [Date].

If you have additional documentation or information that you believe we have not considered, please submit it to the Human Resources department by [Date] so we may review it.

Sincerely,

[Your Signature]

[Your Name]

[Your Title]

[Company Name]