

ENGLISH VERSION

Date: _____

Dear: _____, former employer;

I am writing this letter in regard to your failure to pay wages when due. According to the Colorado Wage Statute, Colo. Rev. Stat. § 8-4-101 *et seq.*, you must pay all wages due to me. Colo. Rev. Stat. § 8-4-109(1). When an employer terminates a job, wages are due immediately. *Id.* When an employee terminates the employment relationship, wages are due on the next payday. *Id.* An employee is also able to make a claim for wages even if there has been no interruption in employment. Colo. Rev. Stat. § 8-4-111. If you refuse to pay upon my request and without good faith legal justification, you will be liable, *in addition to the wages due*, for ten days of pay or a penalty, whichever is greater. The penalty is 125 percent of the wages due (up to and including \$7,500) and 50 percent of wages due exceeding \$7,500. Colo. Rev. Stat. § 8-4-109(3). If the failure to pay is willful, the penalty shall increase by 50 percent. *Id.*

In addition, if you fail to pay me as required by the Colorado Wage Statute, you may be liable to the Colorado Department of Labor for up to \$50 per day per employee. Colo. Rev. Stat. § 8-4-113. You could be subject to an action by the Department of Labor. *Id.* You could also be subject to a an individual lawsuit or an administrative procedure. Colo. Rev. Stat. § 8-4-109(3). If a lawsuit or administrative procedure is necessary to resolve this dispute, you could be liable for attorneys' fees. Colo. Rev. Stat. § 8-4-110(1).

In addition to civil damages, if you willfully refuse to pay or falsely deny the amount, you could be guilty of a misdemeanor. Colo. Rev. Stat. § 8-4-114(2). You could also be liable under the Fair Labor Standards Act. Neither you nor any other employer may discriminate against me for filing a complaint under the Colorado Wage Statute. Colo. Rev. Stat. § 8-4-120. An employer who does so will be guilty of a misdemeanor. *Id.*

I demand that you pay me the wages owed for the following work weeks:_____

_____, the total amount owed is approximately \$_____.

Also, please send me a complete accounting of all of my payroll records, including time cards for the above weeks. You may send my wages and payroll records to me at the following address:

I hope that we are able to resolve this without legal action.

Sincerely,

(_____)