

ASSERTION, INSTRUCTIONS

► YOU CAN REQUEST YOUR SALARY FROM YOUR BOSS IN THE FOLLOWING MANNER:

- In Germany your wage is due no later than the 15th of the following month. If your boss does not pay your wage despite your request, you have to assert your claim immediately in written form. Otherwise you may lose your entitlement to your money!
- Use the formulations on the next page and complete them with your information.
- Try to deliver the letter to your boss in such a way that you can prove that he has received the letter. Ask for a confirmation that you have delivered the letter. The latter could be done by a colleague delivering the letter for you. If you send the letter by fax, keep the sending confirmation safe.
- Join forces with other colleagues having the same problem.
- If your boss goes bankrupt, in Germany there is the possibility that the Federal Employment Office will pay your salary for a maximal period of **three months** („Insolvenzgeld“) in Germany. You have to submit the request within **two months**.
- If your boss does not react upon this letter, you have to sue him in court as soon as possible.
- Ask for support at a counselling centre, a lawyer/attorney or a trade union!

ASSERTION, EXAMPLE LETTER

M. Muster
NAME SURNAME WORKER/EMPLOYEE
Hauptstraße 1
STREET NUMBER
12345 Stadt
POSTAL CODE CITY
Hotel Plaza
NAME OF COMPANY
Marius Mauer
NAME SURNAME EMPLOYER
Pacelliplatz 3
STREET NUMBER
23456 Kreisstadt
POSTAL CODE CITY

Wage requirement for Maí 2013
MONTH YEAR

Ladies and Gentlemen,

Unfortunately, you have missed to pay me for 05. 2013 until today.
MONTH YEAR

In Maí 2013 I have worked a total of 8,5 hours. Given the hourly gross wage rate of € 10,- I am entitled
MONTH YEAR QUANTITY AMOUNT
to a monthly wage of € 85,-.
AMOUNT DUE

My number of hours worked is as follows

1) 5. Maí 2013, 8⁰⁰ bis 17⁰⁰, 8,5 Stunden
DETAILED LIST OF HOURS WORKED

Hereby I kindly ask you to transfer the amount on my account known to you no later than 16. Juni 2013.
DAY MONTH YEAR

If you remain inactive during this period, I will take legal action to assert my claim.

Sincerely yours,

M. Muster
NAME SURNAME SIGNATURE (READABLE!)

Stadt, 01. Juli 2013
CITY DAY MONTH YEAR

IMPORTANT!

All fields marked must be filled in with your personal data and information.

GELTENDMACHUNG

NAME SURNAME WORKER/EMPLOYEE

STREET NUMBER

POSTAL CODE CITY

NAME OF COMPANY

NAME SURNAME EMPLOYER

STREET NUMBER

POSTAL CODE CITY

Arbeitslohnforderung für

MONTH YEAR

Sehr geehrte Damen und Herren,

leider haben Sie bis heute meinen Lohn für

MONTH YEAR

nicht bezahlt.

Im

MONTH YEAR

habe ich insgesamt

QUANTITY

Stunden gearbeitet. Bei einem Stundensatz von €

AMOUNT

Brutto

habe ich einen monatlichen Lohnanspruch von €

AMOUNT DUE

Meine Stundenzahl ergibt sich wie folgt:

DETAILED LIST OF HOURS WORKED

Ich bitte Sie um die Überweisung dieses Betrages auf mein Ihnen bekanntes Konto spätestens bis zum

DAY MONTH YEAR

Sollten Sie innerhalb dieser Frist untätig bleiben, werde ich meine Lohnansprüche gerichtlich geltend machen.

Mit freundlichen Grüßen

NAME SURNAME SIGNATURE (READABLE!)

CITY

, den

DAY MONTH YEAR