

Sam Sample
123 Example Street
Exampleton ON K1A 0B1
555-555-0100
sam.sample@example.com

June 15, 2026

Example Corp Ltd.
Attention: Payroll
456 Placeholder Avenue, Exampleton

Re: My final pay, vacation pay and Record of Employment

Hello,

I am writing to ask for my final pay, any vacation pay owing, and the date my Record of Employment (ROE) is filed. I worked for you as Sales associate at Example Street store, Exampleton from February 6, 2023 to May 29, 2026, which was my last day of work. My employer ended my employment.

According to "Payment of wages" published by Ministry of Labour, Immigration, Training and Skills Development (<https://www.ontario.ca/document/your-guide-employment-standards-act-0/payment-wages>, page dated July 8, 2024), an employer must pay outstanding wages "no later than: seven days after the employment ends; or on what would ordinarily have been the employee's next regular pay day; whichever is later".

My next regular pay day would have been June 5, 2026, which is the later of the two, so based on that page, I understand final pay would be due by that day.

According to "Vacation" published by Ministry of Labour, Immigration, Training and Skills Development (<https://www.ontario.ca/document/your-guide-employment-standards-act-0/vacation>, page dated February 5, 2026), "The unpaid vacation pay must be paid within seven days of the employment ending or on what would have been the employee's next pay day, whichever is later".

I was paid every two weeks (biweekly). According to "Employers: How to complete the record of employment (ROE) form" published by Employment and Social Development Canada (<https://www.canada.ca/en/employment-social-development/programs/ei/ei-list/reports/roe-guide.html>, page dated September 15, 2026), for an electronic ROE where pay is weekly, biweekly or semi-monthly, the guide tells employers "you have up to 5 calendar days after the end of the pay period in which an employee's interruption of earnings occurs". Once my ROE is filed, I can view it in My Service Canada Account.

I am asking you to:

1. Pay all final wages owing, within the time the rule above sets.
2. Pay any vacation pay owing, within the time the rule above sets.
3. Tell me the date my Record of Employment was filed, or the date it will be filed.
4. Pay me by direct deposit to the account you already have on file for me.

Please reply by June 26, 2026, by email or by mail to the contact details above. Thank you.

I have kept a copy of this letter.

Sincerely,

Signature: _____