

December 2023

Sample Letter: Writing to previous Soulbury employers to request back pay

If you have **moved from one Soulbury scale local authority employer to another**, or **left Soulbury paid local authority employment altogether** since **1 September 2022**, you are able to apply to your former employer for back pay, in line with the recommendation made in **JESC 231**. The JESC can be found here [insert link]

We have prepared this **sample template letter** for you to use to apply to your employer. Please amend as appropriate, but there are some details you will need to include, such as:

- Your payroll number,
- The date you left your previous employer.

Note that any **back pay will need to have deductions for tax, NI and pension contributions**.

Template Letter

To: HR and Payroll Department
(*insert Local Authority name*)

From:
Employee Name:

Payroll Number/ Staff Number:

Job Title:

Leaving Date:

Dear (*insert name*)

I was employed by (*insert employer name*) on Soulbury pay and conditions until the date specified above.

Since that time, the Soulbury 2022 and 2023 pay dispute has been settled, as detailed in the JESC 231 dated 20 December 2023. I attach a copy of the circular, which includes a reminder that former employees should be paid monies owed on application.

I believe that I qualify for payment of back pay from the effective date of implementation of the pay agreement, up to the date of my departure.

I would be grateful if you could arrange payment as soon as possible (*include a copy of your payee details*) and forward a pay slip to the above address which details all deductions, including payments to my LGPS pension and a revised P45.

Yours sincerely

(*Your name & signature*)