

About Your Paycheck



Practical Writing Practice

Directions: Write a note to your employer explaining that your paycheck was not correct.

Example:

Dear Mrs. Sula,

I am writing this message to let you know that my July 21st paycheck was not correct. The amount of my paycheck did not include 2 hours overtime that I worked on July 10th from 7 p.m. until 9 p.m. I should receive \$24 more dollars for these two hours of overtime work.

You can see the whole lesson from your teacher, please ask them to send it to you before the class.

テキスト全文はレッスン受講時に担当講師よりお受け取りください。