

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]

[Recipient's Name]
[Recipient's Position]
[Fair Work Commission]
[Commission's Address]
[City, State, Zip Code]

Dear [Recipient's Name],

Subject: Application Submission for Fair Work Commission

I am writing to formally submit my application to the Fair Work Commission regarding [specific issue or dispute, e.g., unfair dismissal, enterprise agreement].

Details of the Application:

1. ****Applicant Information:****

- Full Name: [Your Full Name]
- Contact Information: [Your Contact Information]
- Employment Details: [Position, Employer Name, Dates of Employment]

2. ****Respondent Information:****

- Employer's Name: [Employer's Name]
- Address: [Employer's Address]

3. ****Nature of Complaint:****

- Briefly describe the complaint including relevant dates, actions taken, and any correspondence related to the matter.

4. ****Supporting Documents:****

- Attached are [list any attached documents, such as pay slips, emails, termination letter, etc.].

5. ****Resolution Sought:****

- Clearly outline what outcome you are seeking from the Fair Work Commission.

I affirm that the information provided herein is accurate and true to the best of my knowledge. I appreciate your attention to this matter and look forward to your timely response.

Thank you for your consideration.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]