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PLEASE VERIFY BEFORE SENDING

Unverified AI draft. Every fact must be checked against the records before use. It is not legal advice. Fill in every [ADD: …] placeholder, set the demand amount, confirm anything marked [VERIFY], and delete this box before sending.

- 6 citations could not be confirmed against the uploaded files (wrong page, or an amount or date not found on that page). They are marked [VERIFY: citation not confirmed].
- The overtime figures are my calculations, not amounts printed in the records: hours over 40 per week from the time clock export, times $36.75 (1.5 × $24.50). Please check the hours, the rate, the rounding and the totals.
- The file has no pay stub for the October 12 to October 25 pay period (the October 31 payday). The $980.00 in regular wages for the final week assumes 40 regular hours at $24.50 and that nothing was paid. Please confirm with the client.
- The 52.00 vacation hours come from the October 17, 2025 stub. Check whether more vacation accrued for the final period (the offer letter says 4 hours per pay period).
- All amounts are gross, before withholdings.
- Ms. Rowe's October 20 email says she worked overtime "since late August," but the time clock export starts August 31, 2025. Please obtain earlier records and add any earlier overtime.
- The Rick Salas statement ("fix it later") comes only from the client's own email. Confirm it with her before it stays in the letter.
- The February 17, 2025 start date comes from the offer letter. The file has no record of her actual first day.
- The October 31, 2025 payday comes from the client's email. It is consistent with the biweekly Friday schedule.
- The employer's ZIP code, the delivery method and the recipient's confirmed address are not in the file. I took the street address from the offer letter letterhead.
- Check every [VERIFY] item in the Illinois and federal section, including the names of the Illinois and federal wage statutes. Add any statutory penalties and the response deadline.

Brennan Kowalczyk LLC
[ADD: firm street address]
[ADD: city, state ZIP]
[ADD: phone] · [ADD: email]

[ADD: date]

VIA [ADD: delivery method]

Craig Dunmore, HR Manager
Lakeshore Parcel Logistics Inc.
2600 Grainhaven Industrial Parkway
Marrow Point, Illinois [ADD: ZIP]

Re: Demand for Unpaid Overtime, Final Paycheck and Accrued Vacation. Tamika Rowe, former Warehouse Shift Lead. Last day worked: October 17, 2025. Reference no.: [ADD: reference number, if any]

Dear Mr. Dunmore:

Introduction

We represent Tamika Rowe, who worked for Lakeshore Parcel Logistics Inc. ("Lakeshore") as Warehouse Shift Lead at its Marrow Point distribution center from February 17, 2025 to October 17, 2025 [offer_letter_and_policy.pdf p.1; resignation_and_emails.pdf p.1]. Lakeshore has not paid Ms. Rowe her overtime, her final paycheck or her accrued vacation. This letter demands payment.

Employment facts

Lakeshore's offer letter of February 3, 2025, which Ms. Rowe accepted on February 5, 2025, set her pay at $24.50 per hour. It describes the position as hourly and non-exempt, eligible for overtime at one and one-half times her regular rate for hours worked over 40 in a workweek [offer_letter_and_policy.pdf p.1]. The letter does not condition overtime pay on advance approval [offer_letter_and_policy.pdf p.1].

Ms. Rowe was paid biweekly, every other Friday, for the pay period ending the previous Saturday. Her schedule was five 8-hour second-shift shifts per week, with additional hours possible during peak volume [offer_letter_and_policy.pdf p.1]. The offer letter provides vacation accrual of 4 hours per pay period [offer_letter_and_policy.pdf p.1].

Section 4.1 of the Employee Handbook states that all hours worked must be recorded on the time clock and that supervisors may not ask employees to work off the clock [offer_letter_and_policy.pdf p.1].

On October 3, 2025, Ms. Rowe gave notice of resignation, with her last day to be Friday, October 17, 2025 [resignation_and_emails.pdf p.1]. On October 6, 2025, you replied that her final pay would be issued "on the regular payday after your last day" [resignation_and_emails.pdf p.1].

Wages owed

Unpaid overtime

Lakeshore's pay stubs show that Ms. Rowe was paid 80.00 regular hours at $24.50 and 0.00 overtime hours in each of three consecutive pay periods, with pay dates of September 19, October 3 and October 17, 2025 [pay_stubs_and_time_clock.pdf p.1]. The Marrow Point time clock export for her badge shows these hours worked [pay_stubs_and_time_clock.pdf p.1]:

Week	Hours recorded
August 31 to September 6, 2025	47.5
September 7 to September 13, 2025	47.0
September 14 to September 20, 2025	49.0
September 21 to September 27, 2025	49.0
September 28 to October 4, 2025	45.5
October 5 to October 11, 2025	45.5
October 12 to October 17, 2025	46.0

The export carries a printed note: "Payroll processed from approved schedules (40.0 hours per week)" [pay_stubs_and_time_clock.pdf p.1]. In other words, Ms. Rowe was paid for 40 hours per week regardless of the hours she actually worked and Lakeshore recorded.

Ms. Rowe raised this in writing on October 20, 2025. She reported that her supervisor, Rick Salas, told her overtime had to be approved ahead of time and that he would "fix it later," and she asked that the overtime be paid with her final check [resignation_and_emails.pdf p.1]. On November 7, 2025, you responded that overtime "not approved in advance by a supervisor is not paid under our scheduling practice" [resignation_and_emails.pdf p.1]. Lakeshore's own time clock shows that the hours were worked, and the offer letter contains no advance-approval condition on overtime pay. We therefore demand payment for all overtime hours recorded.

Final paycheck

Ms. Rowe's last day was October 17, 2025 [resignation_and_emails.pdf p.1]. On October 31, 2025, the payday for the period that includes her last week (October 12 to October 17, 2025), she received no paycheck or direct deposit [resignation_and_emails.pdf p.1]. She wrote to you the same day asking when she would be paid. On November 7, 2025, you replied that Lakeshore was "reviewing" her final pay and would follow up [resignation_and_emails.pdf p.1]. As of November 18, 2025, no further response or payment had been received [resignation_and_emails.pdf p.1].

Accrued vacation

Section 6.2 of the Employee Handbook provides that accrued, unused vacation is paid out at the employee's regular rate in the final paycheck when employment ends for any reason

[offer_letter_and_policy.pdf p.1]. The pay stub for the October 17, 2025 pay date shows a vacation balance of 52.00 hours [pay_stubs_and_time_clock.pdf p.1]. Ms. Rowe reported on October 31, 2025 that this vacation had not been paid [resignation_and_emails.pdf p.1].

Amounts owed

The table below applies the $24.50 hourly rate and the overtime rate of $36.75 (one and one-half times $24.50) to the records cited above. Overtime hours are the hours recorded over 40 in each week, and all amounts are gross.

Period	Hours or item	Rate	Amount	Source
August 31 to September 13, 2025	14.5 overtime hours (7.5 + 7.0)	$36.75	$532.88	[pay_stubs_and_time_clock.pdf p.1] [VERIFY: citation not confirmed]
September 14 to September 27, 2025	18.0 overtime hours (9.0 + 9.0)	$36.75	$661.50	[pay_stubs_and_time_clock.pdf p.1] [VERIFY: citation not confirmed]
September 28 to October 11, 2025	11.0 overtime hours (5.5 + 5.5)	$36.75	$404.25	[pay_stubs_and_time_clock.pdf p.1] [VERIFY: citation not confirmed]
October 12 to October 17, 2025 (final week)	6.0 overtime hours	$36.75	$220.50	[pay_stubs_and_time_clock.pdf p.1] [VERIFY: citation not confirmed]
October 12 to October 17, 2025 (final week)	40.0 regular hours, unpaid	$24.50	$980.00	[pay_stubs_and_time_clock.pdf p.1; resignation_and_emails.pdf p.1] [VERIFY: citation not confirmed]
Accrued vacation at separation	52.00 hours	$24.50	$1,274.00	[pay_stubs_and_time_clock.pdf p.1; offer_letter_and_policy.pdf p.1] [VERIFY: citation not confirmed]

Total (as read from the records): $4,073.13

This total does not include any overtime for the period before August 31, 2025 [ADD: overtime hours before August 31, 2025, if any], statutory penalties [ADD: statutory penalties, if any], or interest. If Lakeshore disputes any figure, please provide its own calculation and the payroll records on which it relies.

Preservation of evidence

Lakeshore must preserve all documents and electronically stored information relating to Ms. Rowe's employment and pay. This includes:

- time clock data and badge records for the Marrow Point distribution center
- payroll records, pay stubs and the "approved schedules" from which payroll was processed
- schedules and overtime approval requests or denials

- vacation accrual records
- personnel and separation records
- emails, texts and messages among Lakeshore personnel, including Mr. Salas and you, about Ms. Rowe's hours, overtime or final pay

Please suspend any routine deletion that could affect these materials.

Demand

We demand that Lakeshore pay Ms. Rowe [ADD: demand amount] by [ADD: response deadline]. Payment should be made as follows: [ADD: payment instructions]. Please also provide a written statement of the hours and pay Lakeshore contends are owed to Ms. Rowe. Please direct all further communication about this matter to our office rather than to Ms. Rowe.

State and federal rules

Illinois law generally addresses when final compensation, including earned vacation payable under employer policy, must be paid after separation, and it provides remedies when payment is late [VERIFY: Illinois rule on final paycheck timing and late-payment penalties]. Illinois law also generally requires overtime pay for hours over 40 in a workweek [VERIFY: Illinois rule on overtime and minimum wage]. The federal Fair Labor Standards Act may also apply to Ms. Rowe's overtime claim [VERIFY]. Ms. Rowe reserves all rights and remedies available under state and federal law, including any statutory penalties, damages and fees, and the right to pursue them through an agency process or in court [VERIFY: Illinois rule on wage claim deadlines and agency process].

We would prefer to resolve this matter without further proceedings, and we look forward to your prompt response.

Sincerely,

Thomas J. Brennan
Brennan Kowalczyk LLC