

[Company Name]
[Department/Payroll Office]
[Date]

To: [Employee Name]
Employee ID: [ID Number]

Subject: Notification of Payroll Underpayment Correction

Dear [Employee Name],

We are writing to formally notify you that an error was identified regarding your compensation for the pay period(s) of [Start Date] to [End Date].

The error was caused by [Brief Reason, e.g., administrative oversight / system glitch / incorrect hourly rate]. As a result, you were underpaid by a total gross amount of \$[Amount].

To rectify this, a correction payment has been processed. You can expect to receive the missing funds via:

- [Method: e.g., Direct deposit / Manual check]
- On the following date: [Date]

This adjustment will be reflected on your pay stub dated [Date of Pay Stub] and will be subject to all standard taxes and withholdings.

We sincerely apologize for this error and any inconvenience it may have caused. We are taking steps to ensure this does not happen again.

If you have any questions regarding this adjustment, please contact the Payroll Department at [Phone Number/Email].

Sincerely,

[Sender Name]
[Sender Title]