

[Date]

[Employee Name]

[Employee ID]

[Department]

Subject: Notification of Retroactive Pay Adjustment

Dear [Employee Name],

I am writing to formally apologize for an error identified in your payroll records regarding your compensation for the period of [Start Date] to [End Date].

Due to a [clerical error / administrative oversight / system glitch], you were not compensated at the correct rate of [Correct Rate] during this timeframe. We sincerely regret this oversight and any inconvenience it may have caused you.

To rectify this, a retroactive payment in the gross amount of \$[Amount] has been processed. This payment accounts for the difference in pay, including any applicable overtime or differentials. You can expect to see this adjustment reflected in your paycheck on [Pay Date].

We value your contributions to [Company Name] and are committed to ensuring our employees are paid accurately and on time. We have taken steps to review our internal processes to prevent this type of error from occurring in the future.

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

Sincerely,

[Your Name]

[Your Title]

[Company Name]