

[Date]

[Employee Full Name]

[Employee ID Number]

[Department]

Subject: Notification of Wage Discrepancy and Correction

Dear [Employee Name],

This letter is to formally notify you of a discrepancy identified in your compensation for the pay period(s) of [Date Range].

Upon reviewing our payroll records, it was discovered that an error occurred regarding your [hourly rate / salary / overtime pay / bonus]. The details of the discrepancy are as follows:

- **Amount Paid:** \$[Amount]
- **Correct Amount Due:** \$[Amount]
- **Total Difference:** \$[Amount]

The error was caused by [briefly state reason, e.g., a clerical error / system glitch / incorrect tax withholding].

Action Taken:

To resolve this matter, the adjustment of \$[Amount] will be applied to your next scheduled paycheck on [Date]. [Optional: Alternatively, a manual check has been issued today.]

We apologize for any inconvenience this may have caused. If you have any questions regarding this correction or your payroll statement, please contact the Payroll Department at [Phone Number] or [Email Address].

Sincerely,

[Your Name]

[Your Title]

[Company Name]