

[Date]

[Employee Name]

[Employee ID]

[Department]

Subject: Notification of Payroll Deduction Error and Reimbursement

Dear [Employee Name],

We are writing to formally notify you of an error regarding a deduction from your paycheck dated [Pay Date].

Upon a recent audit of our payroll records, we identified that an incorrect amount was deducted for [Type of Deduction, e.g., Health Insurance, Retirement, Tax].

The details of the error are as follows:

- **Amount Actually Deducted:** \$[Amount]
- **Correct Deduction Amount:** \$[Amount]
- **Total Over-deduction:** \$[Amount]

We sincerely apologize for this oversight. To rectify this, the total over-deducted amount of \$[Amount] will be reimbursed to you. You can expect to receive this payment via [Method of Payment, e.g., Direct Deposit/Check] on [Date].

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

Thank you for your understanding.

Sincerely,

[Name]

[Title]

[Company Name]