

[Date]

[Employee Name]

[Employee ID]

[Department]

Subject: Notification of Payroll Underpayment Due to System Error

Dear [Employee Name],

We are writing to formally apologize and inform you that an error has been identified regarding your salary payment for the period of [Pay Period Dates].

Due to a technical glitch in our payroll system, your net pay was calculated incorrectly, resulting in an underpayment of [Amount].

Our technical and finance teams have resolved the issue. To rectify this, we have scheduled a supplementary payment for the remaining balance. You can expect these funds to be deposited into your account by [Date].

We understand the importance of timely and accurate pay and sincerely regret any inconvenience this may cause you. We are taking steps to ensure our systems are updated to prevent this from occurring in the future.

If you have any questions or require further clarification regarding your pay stub, please contact the Payroll Department at [Phone Number/Email].

Thank you for your patience and understanding.

Sincerely,

[Your Name]

[Your Title]

[Company Name]