

[Company Name]
[Department]
[Address]
[City, State, Zip Code]

[Date]

[Employee Name]
[Employee ID]
[Address]
[City, State, Zip Code]

Subject: Authorization and Notice of Back Pay Issuance

Dear [Employee Name],

This letter serves as formal notification that [Company Name] has authorized the issuance of back pay owed to you for the period beginning [Start Date] and ending [End Date].

The adjustment is due to: [Reason, e.g., administrative error, retroactive salary increase, or reclassification].

The breakdown of the payment is as follows:

- **Gross Back Pay Amount:** \$[Amount]
- **Reason for Calculation:** [Description of hours or rate difference]
- **Payment Date:** [Date of Disbursement]

This payment will be issued via [Direct Deposit / Paper Check] and will be subject to all applicable federal, state, and local tax withholdings. You will receive a detailed pay stub reflecting these adjustments on the payment date mentioned above.

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

Sincerely,

[Name]
[Title]
[Company Name]