

[Date]

[Employee Name]

[Employee ID]

[Department]

Subject: Notification of Payroll Overpayment

Dear [Employee Name],

This letter is to inform you that an error has been identified regarding your payroll payment issued on [Date of Paycheck]. Our records indicate that an overpayment was made to you in the amount of \$[Amount].

Reason for Overpayment:

[Insert Brief Explanation, e.g., Calculation error, incorrect hours reported, or duplicate payment]

We would like to resolve this matter as quickly as possible. We propose the following repayment option:

- A one-time deduction from your next paycheck on [Date].
- A series of smaller deductions over [Number] pay periods.
- A personal check or electronic transfer for the full amount.

Please contact the Payroll Department by [Deadline Date] to confirm which repayment method you prefer or to discuss any questions you may have regarding this calculation. If we do not hear from you by this date, we will proceed with [State default action, e.g., a full deduction from the next scheduled payment].

We apologize for any inconvenience this may cause and appreciate your cooperation in correcting this error.

Sincerely,

[Your Name]

[Your Title]

[Company Name]

[Phone Number/Email]

Employee Acknowledgment:

I acknowledge receipt of this notice and agree to the repayment plan discussed.

Signature: _____ Date: _____