

Date: [Insert Date]

Recipient Name: [Insert Employee Name]

Employee ID: [Insert ID Number]

Address: [Insert Address]

Subject: NOTICE OF MANDATORY OVERPAYMENT RECOUPMENT

Dear [Insert Employee Name],

This letter serves as official notification that an audit of payroll records has identified an overpayment made to you for the period of [Insert Start Date] to [Insert End Date].

Overpayment Details:

- **Total Gross Amount:** \$[Insert Amount]
- **Reason for Overpayment:** [Insert Reason, e.g., Administrative Error, Incorrect Pay Rate, Processing Delay]

In accordance with [Insert Company Policy/State Law], the company is required to recoup these funds. We have established the following repayment schedule to recover the balance:

Repayment Plan:

- **Deduction Amount per Pay Period:** \$[Insert Amount]
- **Number of Pay Periods:** [Insert Number]
- **Start Date of Deductions:** [Insert Date]

If you would prefer to repay the full amount via a one-time check or if you believe this calculation is in error, you must contact the Payroll Department at [Insert Phone Number/Email] no later than [Insert Deadline Date].

Please sign and return a copy of this notice to acknowledge receipt of this notification.

Sincerely,

[Insert Name]

[Insert Title]

[Insert Company Name]

Employee Acknowledgment:

I acknowledge receipt of this notification and understand the repayment terms outlined above.

Signature

Date