

Date: [Insert Date]

To: [Payroll Department / Manager Name]

Company: [Company Name]

Subject: Authorization for Salary Deduction due to Overpayment

Dear [Name],

I am writing to formally acknowledge that I received an overpayment in my salary for the pay period ending [Date]. The total amount of the overpayment is [Amount].

I hereby authorize [Company Name] to recover this amount through a deduction from my upcoming salary payment(s) as follows:

- Deduction Amount: [Amount per paycheck]
- Start Date: [Date of first deduction]
- End Date: [Date of final deduction]

I understand that this deduction is being made to rectify the overpayment error and that my signature below confirms my agreement to this arrangement.

Thank you,

Sincerely,

[Your Signature]

[Your Printed Name]

[Employee ID Number]

[Department]