

[Date]

[Former Employee Name]

[Street Address]

[City, State, Zip Code]

Subject: Notice of Overpayment

Dear [Former Employee Name],

This letter is to inform you that an audit of your final payroll records has identified an overpayment made to you following your separation from [Company Name] on [Separation Date].

The overpayment occurred due to [Reason: e.g., unearned vacation payout, salary paid past termination date, clerical error].

Overpayment Details:

- Pay Period: [Date Range]
- Gross Amount: \$[Amount]
- Net Amount to be Repaid: \$[Amount]

We request that you repay the net amount of \$[Amount] by [Due Date].

Payment Options:

- **Check:** Please make checks payable to "[Company Name]" and mail to: [Company Address].
- **Electronic Transfer:** Please contact [Department/Contact Name] at [Phone Number] for banking details.

If you have any questions regarding this calculation or if you believe this information is incorrect, please contact the Payroll Department at [Email Address] or [Phone Number] by [Dispute Date].

Thank you for your prompt attention to this matter.

Sincerely,

[Sender Name]

[Title]

[Company Name]