

[Date]

[Employee Name]

[Employee ID]

[Department]

Subject: Notification of Payroll Adjustment and Recoupment

Dear [Employee Name],

This letter is to formally notify you of an adjustment that will be made to your upcoming pay cycle(s) due to a payroll discrepancy. Our records indicate that an overpayment occurred during the pay period(s) of [Date Range] in the amount of \$[Total Amount].

The discrepancy was caused by: [Brief Reason, e.g., administrative error, incorrect hours logged, or duplicate payment].

To rectify this, we have scheduled a recoupment plan as follows:

- **Total Amount to be Recovered:** \$[Total Amount]
- **Recovery Start Date:** [Date]
- **Number of Installments:** [Number]
- **Amount per Pay Period:** \$[Amount]

We understand that payroll adjustments can be unexpected. If you have any questions regarding the calculation of this overpayment or wish to discuss an alternative repayment schedule, please contact the Payroll Department at [Phone Number] or [Email Address] by [Deadline Date].

Thank you for your understanding and cooperation in resolving this matter.

Sincerely,

[Name]

[Title]

[Company Name]

Employee Acknowledgment:

I acknowledge receipt of this notification regarding the payroll adjustment and recoupment plan.

Signature: _____ Date: _____