

CONFIDENTIAL

Date: [Insert Date]

To: [Employee Name]

Employee ID: [Insert ID Number]

Department: [Insert Department]

Subject: Notice of Payroll Overpayment and Recoupment Plan

Dear [Employee Name],

This letter is to formally notify you that a recent audit of our payroll records has identified an overpayment made to you. This discrepancy occurred during the pay period(s) of [Insert Dates] due to [Insert Reason, e.g., administrative error, incorrect hourly rate, or system glitch].

Overpayment Details:

- Gross Amount Overpaid: \$[Insert Amount]
- Net Amount to be Recovered: \$[Insert Amount]

In accordance with company policy and applicable labor laws, [Company Name] is required to recoup these funds. We wish to resolve this matter in a way that minimizes financial hardship for you. We propose the following repayment schedule:

Recoupment Schedule:

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

Alternatively, you may choose to repay the full amount via a one-time personal check or wire transfer by [Insert Date].

Please review this information carefully. If you believe there is an error in our calculations or if the proposed repayment schedule presents a significant financial challenge, please contact the Payroll Department at [Insert Phone Number/Email] no later than [Insert Deadline Date] to discuss alternative arrangements.

If we do not hear from you by the date mentioned above, we will proceed with the deductions as outlined in the schedule above.

We appreciate your understanding and cooperation in resolving this administrative matter.

Sincerely,

[Your Name]
[Your Title]
[Company Name]

Employee Acknowledgement:

I acknowledge receipt of this notice and agree to the repayment terms outlined above.

Signature: _____ Date: _____