

[Date]

[Employee Name]  
[Employee Address]  
[City, State, Zip Code]

**Subject: Notice of Maternity Leave Benefit Overpayment**

Dear [Employee Name],

We are writing to inform you that an audit of your payroll records has identified an overpayment regarding your Maternity Leave benefits for the period of [Start Date] to [End Date].

**Overpayment Details:**

- Amount Paid: \$[Amount]
- Correct Entitlement: \$[Amount]
- **Total Overpayment Amount: \$[Amount]**

The overpayment occurred due to [Reason, e.g., administrative error / late notification of return to work / calculation adjustment].

We understand that this may be unexpected. To resolve this balance, we propose the following options:

- A one-time lump sum repayment by [Date].
- A structured repayment plan via payroll deductions starting on [Date].

Please contact the [Human Resources / Payroll] department by [Date] to confirm your preferred repayment method or to discuss any questions you may have regarding these calculations.

Thank you for your cooperation and understanding.

Sincerely,

[Sender Name]  
[Job Title]  
[Company Name]