

[Date]

[Employee Name]

[Employee ID]

[Department]

Subject: Notification of Salary Overpayment - Unpaid Personal Leave

Dear [Employee Name],

This letter is to formally notify you that an overpayment has occurred in your salary for the pay period ending [Date].

The overpayment is a result of [Number] days of unpaid personal leave taken between [Start Date] and [End Date] which were processed after the payroll deadline. Consequently, you were paid your full base salary instead of the adjusted amount reflecting the unpaid leave.

Overpayment Details:

- Gross Overpayment Amount: \$[Amount]
- Net Overpayment Amount (to be recovered): \$[Amount]

To rectify this error, we propose the following repayment plan:

[Option 1: A one-time deduction from your next paycheck on Date]

[Option 2: Installment deductions of \$[Amount] over [Number] pay periods]

Please review these details. If you have any questions or would like to propose an alternative repayment schedule, please contact the Payroll Department at [Phone Number/Email] by [Deadline Date].

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

Sincerely,

[Your Name]

[Your Title]

[Company Name]