

[Date]

[Employee Name]

[Employee ID]

[Address]

[City, State, Zip Code]

**Subject: Notice of Sabbatical Leave Stipend Overpayment**

Dear [Employee Name],

This letter is to inform you that a recent audit of your sabbatical leave records has identified an overpayment in your stipend disbursements for the period of [Start Date] to [End Date].

The overpayment occurred due to [Reason: e.g., calculation error, change in leave status, or duplicate payment]. The details of the overpayment are as follows:

- Total Stipend Amount Paid: \$[Amount]
- Correct Stipend Amount Owed: \$[Amount]
- **Total Overpayment Balance: \$[Amount]**

We kindly request that you repay the balance of \$[Amount] by [Due Date]. Please select one of the following repayment options:

1. **Personal Check/Money Order:** Made payable to [Organization Name] and mailed to [Department/Address].

2. **Payroll Deduction:** A one-time deduction or a scheduled repayment plan. Please contact Human Resources to authorize this option.

If you believe this calculation is in error, or if you wish to discuss a repayment schedule, please contact the Payroll Department at [Phone Number] or [Email Address] by [Deadline Date].

Thank you for your prompt attention to this matter.

Sincerely,

[Signature]

[Name]

[Title]

[Organization Name]