

[Company Name]
[Payroll Department Address]
[City, State, Zip Code]
[Date]

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

Subject: Notice of Payroll Overpayment - Intermittent Leave Adjustment

Dear [Employee Name],

This letter is to inform you that an overpayment has been identified in your paycheck(s) dated [Date] through [Date].

This overpayment occurred due to a delay in processing your intermittent leave hours. Specifically, you were paid for your full regularly scheduled hours, but our records indicate that [Number] hours were taken as unpaid intermittent leave during this period.

Overpayment Details:

- Gross Overpayment Amount: \$[Amount]
- Pay Period(s) Affected: [Date Range]
- Reason: Unreported/Unprocessed Intermittent Leave Hours

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

[Option 1: A one-time deduction of the full amount from your next paycheck on Date.]
[Option 2: A series of [Number] installments of \$[Amount] to be deducted starting on Date.]

Please review these details. If you have any questions regarding the calculation of these hours or wish to discuss an alternative repayment schedule, please contact the Payroll Department at [Phone Number] or [Email Address] by [Deadline Date].

If we do not hear from you by [Deadline Date], we will proceed with the recovery plan outlined above.

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

Sincerely,

[Name]
[Title]
[Company Name]

Employee Acknowledgement:

I acknowledge receipt of this notice and agree to the repayment plan described above.

Signature: _____ Date: _____