

[Your Company Letterhead]

[Date]

[Employee's Name]

[Employee's Address]

[City, State, Zip Code]

Dear [Employee's Name],

Subject: Notification of Wage Overpayment

We hope this message finds you well. We are writing to bring to your attention an important matter regarding your recent wages. After a thorough review of our payroll records, we have identified an overpayment in your wages for the pay period(s) of [insert relevant dates].

The total amount overpaid is [insert amount]. This discrepancy has occurred due to [brief explanation of the cause of overpayment, e.g., clerical error, miscalculation, etc.].

In accordance with company policy, we would like to discuss how we can resolve this matter. We understand that this may come as a surprise, and we want to work with you to create a fair repayment plan if necessary.

Please contact [name and title of the relevant HR personnel or manager] at [phone number] or [email address] by [response deadline] so we can address any questions or concerns you may have.

Thank you for your understanding and cooperation in this matter.

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]

[Your Company Contact Information]