

[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 inform you of an issue regarding your recent pay. After a thorough review of our payroll records, we have identified an overpayment in your wages for the pay period ending [specific date]. The total amount of the overpayment is [amount].

We understand that overpayments can cause confusion and concern, and we want to address this matter promptly. We kindly ask you to review your pay records and confirm receiving the total amount mentioned above. To rectify this situation, we propose the following options for repayment:

1. Deducting the overpaid amount from your future paychecks, starting with the next payroll cycle.

2. A one-time repayment of the overpaid amount by [specific date].

Please respond to this letter by [specific date] to confirm your preferred repayment method or to discuss any concerns you may have regarding this issue. We are committed to resolving this situation in a fair and transparent manner.

Thank you for your understanding and cooperation.

Sincerely,

[Your Name]

[Your Position]

[Company Name]

[Contact Information]