

[Your Name]  
[Your Job Title]  
[Company Name]  
[Company Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]  
[Employee's Name]  
[Employee's Job Title]  
[Employee's Address]  
[City, State, Zip Code]  
Dear [Employee's Name],

Subject: Notification of Wage Overpayment

I hope this message finds you well. I am writing to formally inform you of an overpayment in your wages that has been identified during our recent payroll review for the period ending [insert date].

After our calculations, we have determined that you were overpaid by a total of [insert amount]. This overpayment occurred due to [briefly explain the reason for the overpayment, e.g., clerical error, incorrect hours recorded, etc.].

We understand that such situations can be concerning, and we wish to assure you that we are committed to resolving this matter promptly and fairly. To address the overpayment, we would like to propose the following steps:

1. You may choose to repay the overpaid amount in full by [insert due date], or
2. We can set up a repayment plan that suits you, allowing for deductions from your future paychecks over an agreed period.

Please reach out to [insert contact person or title] at [insert contact information] by [insert response deadline] so we can discuss your preferred method for resolving this situation.

Thank you for your attention to this matter. We appreciate your cooperation as we work through this process.

Sincerely,

[Your Signature (if sending a hard copy)]  
[Your Printed Name]  
[Your Job Title]  
[Company Name]