

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

Subject: Correction of Wage Overpayment

I hope this message finds you well. I am writing to inform you of an important matter regarding your recent paychecks. Upon review of our payroll records, we have identified an overpayment of wages that occurred during the pay period of [specific time frame].

The total amount overpaid is [specify amount]. We understand that this may come as a surprise, and we want to assure you that this was an oversight on our part. We are committed to resolving this matter promptly and fairly.

To correct this overpayment, we would like to discuss the best way to address this situation. We can either arrange for a deduction from your future paychecks, or you may choose to repay the amount in a lump sum. Please let us know your preference so that we can proceed accordingly. If you have any questions or wish to discuss this matter further, please do not hesitate to reach out to me directly at [your phone number] or [your email address].

Thank you for your understanding and cooperation.

Sincerely,

[Your Name]
[Your Position]
[Your Company]