

[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 a wage overpayment that has been identified in your recent payroll records. After a thorough review, it has come to our attention that you have been overpaid by [amount] for the pay period(s) of [specify pay periods]. This discrepancy occurred due to [briefly explain the reason for overpayment, e.g., clerical error, miscalculation, etc.].

As per company policy, we are required to address overpayments promptly. We would like to discuss how we can rectify this issue. Options may include [write off the overpayment, deduct from future paychecks, a one-time repayment, etc.], and we are open to finding a solution that works for both parties.

Please contact [HR/Payroll representative's name] at [phone number] or [email] by [deadline for response] to discuss this matter further. Your cooperation and understanding in this situation are greatly appreciated. Thank you for your attention to this important matter.

Sincerely,

[Your Name]

[Your Job Title]

[Your Company Name]

[Your Contact Information]