

[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: Wage Overpayment Notification

I hope this message finds you well. I am writing to inform you of an overpayment that has been identified in your recent wages.

After reviewing our payroll records, we discovered that you were paid [amount] more than your entitled earnings for the pay period of [start date] to [end date]. This discrepancy may have occurred due to [brief explanation of the cause, e.g., clerical error, system malfunction, etc.].

We kindly request that you review your records for this period and acknowledge the overpayment. To rectify this, we propose the following options for repayment:

1. Deducting the overpayment from your future wages over [number] pay periods.
2. A one-time repayment of the full amount.
3. Any alternative arrangement you would like to propose.

Please let us know your preferred method of resolution by [response deadline]. Should you have any questions or require further discussion, do not hesitate to reach out to me directly.

Thank you for your understanding and cooperation in this matter.

Sincerely,
[Your Name]
[Your Position]
[Your Company]