

[Your Company Letterhead]

[Date]

[Employee's Name]

[Employee's Address]

[City, State, Zip Code]

Subject: Acknowledgment of Wage Overpayment

Dear [Employee's Name],

We are writing to formally acknowledge the recent overpayment of wages that occurred in your most recent pay period. After a thorough review of our records, we have determined that you received an excess payment totaling [Amount Overpaid] due to [brief explanation of cause].

We kindly request that you acknowledge the overpayment and confirm your understanding of the following arrangements:

1. **Repayment Amount**: [Amount Overpaid]

2. **Repayment Options**:

- Option 1: Deduction from future paychecks over the next [number of pay periods].

- Option 2: Lump-sum repayment due by [specific date].

- Option 3: [Any other repayment options offered].

Please indicate your preferred option by signing and returning this letter by [response deadline].

We appreciate your prompt attention to this matter and apologize for any inconvenience this may have caused. If you have any questions, please feel free to contact [HR contact name] at [phone number] or [email address].

Sincerely,

[Your Name]

[Your Job Title]

[Company Name]

[Company Contact Information]

Acknowledgment:

I, [Employee's Name], acknowledge the above-stated wage overpayment and agree to the repayment option selected below:

- ☐ Option 1: Deduction from future paychecks

- ☐ Option 2: Lump-sum repayment

- ☐ Option 3: [Specify]

Signature: _____

Date: _____