

[Your Company's Letterhead]

[Date]

[Employee's Name]

[Employee's Address]

[City, State, Zip Code]

Dear [Employee's Name],

Subject: Notice of Wage Overpayment

We are writing to inform you regarding an overpayment that has occurred in your wages. After a thorough review of our payroll records, we have identified that you were overpaid by a total amount of [\$\$\$]. This overpayment was made during the pay period of [specific dates].

We understand that this may be concerning, and we want to ensure a smooth resolution to this matter. According to our records, the overpayment occurred due to [brief explanation of the reason for the overpayment]. Please be advised that we will need to recoup the overpayment from your future wages. The proposed repayment plan is as follows:

- Repayment Amount: [\$\$\$]

- Deduction per Pay Period: [\$\$\$]

- Total Number of Pay Periods for Repayment: [#]

If you have any questions or would like to discuss alternative repayment arrangements, please do not hesitate to contact [HR representative's name] at [HR representative's contact information].

We appreciate your understanding in this matter and look forward to resolving it promptly.

Sincerely,

[Your Name]

[Your Title]

[Company Name]

[Company Contact Information]