Date:

Name of the employee:

Department of the employee:

**Subject: payroll overpayment recovery letter**

Dear Mr./Mrs. ABC,

This letter is being written to inform you that we have seen overpayment in your payroll. We also received the letter from your side in which you have reported that you have been paid more than the expected payroll. We appreciate your honesty. I am sorry for the inconvenience that you have faced because of the miscalculation. We have hired a new accountant who does not know much about how to calculate the payroll of different employees. Due to this, many employees have been underpaid and some of them have been overpaid.

The company has its policy to deal with this situation. We will not ask you to pay us back the extra money. Please be informed that the extra money will be deducted from the wages of next month. We assure you that you will not have to contend with this kind of situation again. We are trying to settle things down and miscalculations in the payroll of any employee will not be seen again.

At the end, we would like to apologies again for the overpayment. Please feel free to contact us if you need to.

Regards,

Yours sincerely,

HR