



February 6, 2023

Re: Payroll error

Dear Sandra,

We're sorry for the payment error in your most recent paycheck dated 01/31/23. In this paycheck, we mistakenly entered the wrong number of hours worked for the paycheck's pay period of 01/16 to 1/29. As a result, your paycheck had an overpayment of \$115.

As discussed, we will correct the situation by deducting the additional \$115 from your next paycheck on 02/17/23.

To prevent this from happening again, we're updating our [payroll software](#) to one that automatically calculates regular work and overtime hours.

If you have any questions, please contact me.

Thank you for understanding. Again, we are very sorry for the mistake and we sincerely apologize for any inconvenience this may have caused.

Regards,

Mike Anderson  
Human Resources Director

# Sample Letter To Payroll Department Incorrect Pay

**Julia Schneider**



## **Sample Letter To Payroll Department Incorrect Pay:**

## **Sample Letter To Payroll Department Incorrect Pay** Book Review: Unveiling the Magic of Language

In an electronic era where connections and knowledge reign supreme, the enchanting power of language has are more apparent than ever. Its ability to stir emotions, provoke thought, and instigate transformation is really remarkable. This extraordinary book, aptly titled "**Sample Letter To Payroll Department Incorrect Pay**," written by a very acclaimed author, immerses readers in a captivating exploration of the significance of language and its profound effect on our existence. Throughout this critique, we will delve into the book is central themes, evaluate its unique writing style, and assess its overall influence on its readership.

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