



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

R Pring



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