



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

J Spring



Sample Letter To Payroll Department Incorrect Pay:

Decoding **Sample Letter To Payroll Department Incorrect Pay**: Revealing the Captivating Potential of Verbal Expression

In an era characterized by interconnectedness and an insatiable thirst for knowledge, the captivating potential of verbal expression has emerged as a formidable force. Its power to evoke sentiments, stimulate introspection, and incite profound transformations is genuinely awe-inspiring. Within the pages of "**Sample Letter To Payroll Department Incorrect Pay**," a mesmerizing literary creation penned by way of a celebrated wordsmith, readers attempt an enlightening odyssey, unraveling the intricate significance of language and its enduring impact on our lives. In this appraisal, we shall explore the book's central themes, evaluate its distinctive writing style, and gauge its pervasive influence on the hearts and minds of its readership.

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