

Overpayment Notice Letter 2 (Sample)

(Department Manager or Payroll Coordinator)
(Date)

Dear (Employee),

I was looking at the payroll data, and I'm sorry to say it looks like you have been overpaid \$_____.

I need to let you know that an overpayment situation exists and share with you some options to get it resolved. I'll be glad to discuss this and answer any questions you may have about the overpayment, and the ways you can repay it.

What happened was (describe pertinent facts, e.g. inaccurate award of periodic increment, inaccurate calculation of premium pays, inadvertent failure to accurately process periods of leave without pay, etc.).

We at the University of Washington have the responsibility to correct this overpayment. When you sign below, you are just saying that I have talked to you about the overpayment. You can still have the opportunity to provide additional information which may change the amount of the overpayment.

There are a few ways to repay; one deduction from your paycheck for the entire amount, an installment plan to be regularly deducted from your paycheck, or sometimes we can even use your vacation or comp. time balance. You can choose which of the available repayment options works best for you.

Cc: Area Personnel Office

Employee Signature

Date