

Sample Adjustment Letter for Payroll Incorrect Payment

[Your Company Letterhead]

Date: [Insert Date]

To,
[Employee Name]
[Employee ID/Department]
[Company Name]

Subject: Adjustment of Payroll Incorrect Payment

Dear [Employee Name],

We are writing to bring to your attention a discrepancy identified in your recent payroll payment for the period of [Payroll Period Dates]. Upon review, it was found that there was an error in the calculation, resulting in an incorrect payment amount.

Details of Discrepancy:

- Amount Paid: [Incorrect Amount Paid]
- Correct Amount: [Correct Amount]
- Difference: [Difference Amount]

We sincerely apologize for any inconvenience this may have caused. The necessary correction has been initiated, and the adjustment amount of [Difference Amount] will be [credited/debited] to your account on [Date of Adjustment]. The payroll records have been updated to reflect the correct payment.

If you have any questions or require further clarification, please feel free to contact the HR or Payroll department at [HR/Payroll Contact Information].

We appreciate your understanding and cooperation as we strive to ensure accuracy in our payroll processes.

Sincerely,
[Your Name]
[Your Position]
[Company Name]
[Contact Information]