

Earnings Correction Notification

Date: [Insert Date]

[Employee Name]

[Employee Address]

[City, State, Zip Code]

Dear [Employee Name],

We are writing to inform you of a correction that has been made regarding your earnings for the pay period ending [Insert Date]. After a review of our records, it has come to our attention that there was an error in your reported hours/wages.

Your original earnings amount was [Original Amount], and the corrected amount is [Corrected Amount]. This adjustment has been made to ensure your compensation accurately reflects your work during this period.

We apologize for any confusion this may have caused and appreciate your understanding as we rectify this issue. If you have any questions regarding this correction, please do not hesitate to reach out to the HR department at [HR Contact Information].

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Position]

[Company Name]

[Company Contact Information]