

# Pay Error Correction Letter

Date: [Insert Date]

To: [Employee's Name]

[Employee's Address]

[City, State, Zip Code]

Dear [Employee's Name],

We are writing to inform you of an error that was identified in your recent paycheck dated [Insert Pay Date]. After thorough review, we discovered that the amount credited to your account was incorrect due to [briefly explain reason for the error].

The correct payment amount should have been [Insert Correct Amount]. To rectify this issue, we will be issuing an additional payment of [Insert Amount] on [Insert Date] as compensation for the discrepancy.

We sincerely apologize for any inconvenience this may have caused and appreciate your understanding in this matter. Should you have any questions or require further information, please do not hesitate to reach out to [HR Contact Name or Department] at [Contact Information].

Thank you for your patience and cooperation.

Sincerely,

[Your Name]

[Your Position]

[Company Name]

[Company Address]

[City, State, Zip Code]