Payroll Discrepancy Notification

Date: [Insert Date]

To: [Employee's Name]

Employee ID: [Employee ID]

Department: [Department Name]

Dear [Employee's Name],

We are writing to inform you of a discrepancy that has been identified in your recent payroll. Our records indicate that there was an error in the calculation of your salary for the pay period ending [Insert Pay Period End Date].

The details of the discrepancy are as follows:

- **Scheduled Payment:** $[Amount]
- **Paid Amount:** $[Amount]
- **Discrepancy Amount:** $[Amount]

We are currently investigating this issue and will ensure that it is resolved as quickly as possible. If you have any questions or further information that could assist us, please do not hesitate to reach out to the HR department at [HR Contact Information].

We apologize for any inconvenience this may cause and appreciate your understanding as we work to resolve this matter.

Thank you.

Sincerely,

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