

Payroll Error Clarification Letter

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email]

[Your Phone Number]

[Manager's Name]

[Company's Name]

[Company's Address]

[City, State, Zip Code]

Dear [Manager's Name],

I am writing to bring to your attention an error I have noticed in my recent payroll statement for the pay period ending [Insert Date].

Upon reviewing my payslip, I realized that there appears to be a discrepancy concerning [briefly describe the error, e.g., incorrect hours worked, missing overtime pay, etc.].

I have attached copies of [mention any relevant documents, e.g., timesheets, prior payslips] that support my claim for your reference.

I kindly request an investigation into this matter and clarification regarding the adjustments necessary to rectify the error. Your assistance is greatly appreciated.

Thank you for your attention to this issue. I look forward to your prompt response.

Sincerely,

[Your Name]