

Payroll Discrepancy Notification

Date: [Insert Date]

To: [Employee Name]

From: [Payroll Department/HR Department]

Subject: Notification of Payroll Discrepancy

Dear [Employee Name],

We hope this message finds you well. We are writing to inform you of a discrepancy we have identified in your recent payroll records for the pay period ending [Insert Pay Period End Date].

Details of the Discrepancy:

- Original Amount: [Insert Original Amount]
- Corrected Amount: [Insert Corrected Amount]
- Reason for Discrepancy: [Insert Reason]

We are currently working to resolve this issue as promptly as possible. If you have any questions or require further clarification, please do not hesitate to reach out to us at [Insert Contact Information].

Thank you for your understanding and cooperation.

Sincerely,

[Your Name]

[Your Title]

[Company Name]

[Contact Information]