

Compensation Offer Due to Accounting Error

Dear [Employee's Name],

We hope this message finds you well. We are writing to address a recent accounting mistake regarding your salary payment for the month of [specify month].

We sincerely apologize for this error and any inconvenience it may have caused you. After a thorough review, we have confirmed that you were underpaid by [specify amount].

To rectify this mistake, we would like to offer you compensation of [specify amount] in addition to your next salary payment. This amount will be processed and reflected in your account on [specify date].

We value your contributions to our company and appreciate your understanding in this matter. Please do not hesitate to reach out if you have any questions or concerns.

Thank you for your patience.

Sincerely,

[Your Name]

[Your Position]

[Company Name]

[Company Address]

[Contact Information]