

Underpayment Correction Notice

Date: [Insert Date]

To: [Employee's Name]

Address: [Employee's Address]

Dear [Employee's Name],

We are writing to inform you of an underpayment that has been identified in your commission earnings for the period of [Insert Dates]. Upon review of our records, it has come to our attention that there was an error in calculating your commission, which has resulted in an underpayment of [Insert Amount].

We sincerely apologize for this oversight and appreciate your understanding. The corrected payment will be made to you in the next payroll cycle. You will receive an additional payment of [Insert Amount] on [Insert Payment Date] to rectify this error.

If you have any questions or concerns regarding this matter, please do not hesitate to reach out to [Contact Information].

Thank you for your attention to this matter, and we appreciate your continued hard work and dedication.

Sincerely,

[Your Name]

[Your Position]

[Company Name]

[Company Contact Information]