

# Underpayment Correction Notice

Date: [Insert Date]

Employee Name: [Insert Employee Name]

Employee ID: [Insert Employee ID]

Department: [Insert Department]

Dear [Employee Name],

We are writing to inform you of an underpayment that was identified in your recent paycheck(s). After a thorough review of our payroll records, it was determined that you were underpaid for the pay period(s) ending [Insert Dates].

The details of the underpayment are as follows:

- Pay Period: [Insert Dates]
- Amount Underpaid: \$[Insert Amount]
- Reason for Underpayment: [Insert Reason]

We apologize for this oversight and appreciate your understanding as we work to correct this issue. A corrected payment of \$[Insert Amount] will be included in your next paycheck.

If you have any questions or concerns regarding this notice, please do not hesitate to contact [Insert Contact Name] at [Insert Contact Information].

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Position]

[Company Name]

[Company Address]