

# Underpayment Correction Notice

Date: [Insert Date]

To: [Employee Name]

Address: [Employee Address]

Dear [Employee Name],

We are writing to inform you of an error that has been identified in your recent payroll payment. It appears that you were underpaid for the pay period ending [Insert Pay Period End Date].

The total amount of the underpayment is [Insert Amount] dollars. This discrepancy occurred due to [briefly describe the reason for underpayment, e.g., "incorrect hours recorded" or "rate of pay error"].

We are taking immediate steps to correct this error. The amount owed to you will be issued in your next paycheck, along with any necessary adjustments.

If you have any questions or concerns regarding this matter, please feel free to reach out to [Contact Person or HR Department] at [Contact Information].

Thank you for your understanding and for your continued contributions to our company.

Sincerely,

[Your Name]

[Your Title]

[Company Name]

[Company Address]