

Underpayment Correction Notice

Date: [Insert Date]

To: [Intern's Name]

[Intern's Address]

Dear [Intern's Name],

We hope this message finds you well. We are writing to inform you regarding a discrepancy related to your internship compensation for the period of [Insert Dates]. Upon reviewing our payroll records, we discovered an underpayment in your compensation.

The amount of the underpayment totals to [Insert Amount]. We sincerely apologize for this oversight and assure you that this matter is being addressed promptly.

We have taken the necessary steps to correct this issue, and you will receive the corrected payment along with your next paycheck on [Insert Pay Date].

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 your continued contribution to our team.

Sincerely,

[Your Name]

[Your Title]

[Company Name]

[Company Address]

[Contact Information]