

Underpayment Correction Notice

Date: [Insert Date]

To: [Employee's Name]

[Employee's Address]

Dear [Employee's Name],

We are writing to inform you about an underpayment that was detected in your recent salary disbursement for the pay period ending [Insert Date]. Our records indicate that you were underpaid by a total amount of [Insert Amount].

Details of Correction:

- Original Salary Amount: [Insert Original Amount]
- Correct Salary Amount: [Insert Correct Amount]
- Underpayment Amount: [Insert Underpayment Amount]

To rectify this mistake, the underpayment amount will be included in your next pay cycle, which will be on [Insert Next Pay Date]. We apologize for any inconvenience this may have caused and appreciate your understanding as we resolve this issue.

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

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Title]

[Company Name]

[Company Address]

[Company Contact Information]