

Underpayment Correction Notice

Date: [Insert Date]

To: [Employee's Name]

Position: [Employee's Position]

Department: [Employee's Department]

Dear [Employee's Name],

We are writing to inform you of an underpayment error that has been identified in your recent paychecks. After a thorough review, it has come to our attention that the compensation for your work during the period of [insert dates] was incorrectly calculated.

Details of the Underpayment:

- **Period of Employment:** [Insert Dates]
- **Original Amount Paid:** \$[Insert Amount]
- **Correct Amount Owed:** \$[Insert Amount]
- **Amount of Underpayment:** \$[Insert Amount]

We sincerely apologize for this oversight and assure you that we are taking the necessary measures to rectify the situation promptly. The corrected payment will be processed and included in your next paycheck, which is scheduled for [insert date].

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

Thank you for your understanding and patience as we resolve this issue.

Sincerely,

[Your Name]

[Your Position]

[Company Name]

[Contact Information]