

District can modify this example as to language specific to your needs, both in content and severity.

Date

Employee Name

Address

City State and Zip Code

Re: Salary Overpayment

Dear \_\_\_\_\_(employee name):

This letter is to advise that you there has been an overpayment on your salary. On \_\_\_\_\_, (date of overpayment), you received a Gross salary overpayment of \$\_\_\_\_\_(amount of overpayment). This results in the Net Pay of \$\_\_\_\_\_ owed to the District.

Please contact \_\_\_\_\_(contact name) to establish a repayment plan.

Sincerely,

Name

Title

Phone

Email

ABC School District

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