

Overpayment Recovery Deduction Letter

Date: 24 June, 2024

To,
Mr./Ms. [Employee Name]
[Employee Designation]
[Department]
[Employee ID]

From,
[HR Manager Name]
Human Resources Department
[Company Name]

Subject: **Deduction from Salary Towards Overpayment Recovery**

Dear Mr./Ms. [Employee Name],

We wish to inform you that an overpayment of **[Amount]** was inadvertently credited to your salary for the month of **[Month, Year]** due to a clerical error. After a thorough review, it has been identified that the amount paid exceeded your entitled salary.

In line with company policy and statutory requirements, the excess payment will be recovered as a deduction from your upcoming salary for the month of **[Month, Year]**. The amount to be deducted is **[Amount]**.

We sincerely regret the inconvenience caused and request your cooperation in this matter. Should you have any questions or require clarification, please feel free to contact the HR Department.

Thank you for your understanding and support.

Sincerely,
[HR Manager Name]
Human Resources Department
[Company Name]

Important Notes

- Ensure all figures and employee details are accurate before sending this letter.
- Overpayment recovery must comply with labor laws and company policy.
- Maintain clear communication with the concerned employee regarding deductions.
- Retain a signed copy of this letter for both employee and company records.
- If deductions are to be made in installments, specify the schedule clearly.