

# Payroll Correction Authorization Letter

**Date:** \_\_\_\_\_

**To:**  
Payroll Department  
[Company Name]  
[Company Address]

**Subject:**  
Authorization for Payroll Correction

Dear Payroll Department,

I am writing to formally authorize and request a correction to my payroll records, as detailed below:

**Employee Name:** \_\_\_\_\_

**Employee ID/Number:** \_\_\_\_\_

**Department:** \_\_\_\_\_

**Pay Period:** \_\_\_\_\_

**Details of Correction Required:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

I hereby authorize the Payroll Department to process the correction(s) stated above. I understand that any adjustments made will reflect on my next pay statement, as per company policy.

Please let me know if further information or documentation is required to process my request.

**Employee Signature:** \_\_\_\_\_

Date: \_\_\_\_\_

**Authorized Payroll Representative:** \_\_\_\_\_

Date: \_\_\_\_\_

## Important Notes:

- Ensure all details are accurate before submitting the form.
- Attach supporting documents if applicable (e.g., time sheets, payslips).
- Keep a copy of this letter for your records.
- Check your next payroll for the reflected correction.
- Contact the Payroll Department for any queries or follow-up.