

[Print on Employer's Letterhead - Insert Company Name and Address]

Private and Confidential

<<Employee's Name>>

<<Address>>

<<Address>>

<<Post Code>>

<<Date>>

Dear <<name of employee>>,

I am writing to advise you that, following an error, you have been overpaid the sum of <<state amount>>, for <<state number weeks/months>>. As we do not wish to cause you financial hardship, the Company will recover the amount by which you have been overpaid at the rate of <<state amount per week/month>>.

If you wish to discuss the contents of this letter or a suitable alternative repayment schedule, please speak to <<state name/job title>>.

Please sign and return the enclosed form confirming your understanding of the contents of this letter and your agreement to the overpayment on these terms.

I would like to apologise for any inconvenience caused by this error.

Yours sincerely,

<<Name and Title>>

For and on behalf of <<Company Name>>

I agree the repayment terms set out in the enclosed form on <<insert date>>

Signed.....

PRINT NAME.....