**Private and Confidential**

[Name and Address]

[Date]

**Overpayment of salary – single payment**

Dear [ ]

I am writing to confirm to you that you were overpaid in the sum of £[amount] [Date].

Please review your recent payslip; you will see that the net amount was paid in error. Unfortunately, this overpayment has arisen due to an administration which will not happen again.

As the overpayment amount was small, I believe that the best way to proceed would be for you to repay the amount in a single instalment by way of deduction from your monthly salary and notified on your payslip in [month and year]

Your contract of employment makes provision for a deduction to be made in the event of an overpayment.

I apologise for any inconvenience caused, and thank you for your patience. If you wish to discuss any aspect of this letter, please get in touch with me.

Yours sincerely,