**BerniePortal Sample Overpayment Communication Template**

*Hi [team member],*

*As promised, I’m following up on the conversation you had in your 1:1 earlier today.*

*We were auditing payrolls from earlier this year, and it turns out that the company overpaid you by [amount] in [month]. [Further explanation about how the employee was overpaid]. HR doesn’t often make payroll mistakes, but unfortunately, they happen sometimes.*

*The company needs to correct that overpayment, but I’ll work with you to come up with a plan that makes sense, including timing it in a way that doesn’t create an undue burden for you. And I’ll also be available to answer any questions that you have. If there are any steps we’re taking to prevent another mistake, I’ll explain those once available.*

*Thanks,*

*[name]*