«PER\_NO»

«DATE»

**Private & Confidential**

«TITLE» «FIRST\_NAME» «SURNAME»

«ADDRESS1»

«ADDRESS2»

«ADDRESS3»

«ADDRESS4»

«POSTCODE»

Dear «TITLE» «SURNAME»

# OVERPAYMENT OF SALARY

I write on behalf of your school to advise you that unfortunately an overpayment of salary has occurred for your position as «POST\_TITLE»«POST\_TITLE» at «SCHOOL»«SCHOOL» for the reasons and period provided below:

**Overpayment Reason**: << >>

**Overpayment Period**: << >>

At the moment, the exact amount that you have been overpaid is being calculated. Once we have the overpayment figures we will contact you in writing to advise you of the amount and the arrangements for repayment.

The recovery of overpayments is covered by the Employment Rights Act 1996 and all employees should be aware that overpayments are recoverable on the grounds that they constitute public money and intended for the educational needs of Birmingham’s children and young people. Your co-operation toward achieving this is most appreciated.

Should you have any queries relating to the overpayment, please contact me on telephone number «TEL».

Yours sincerely

«Name»

**On behalf of «SCHOOL»**