

[Date]

[Home Address }

Dear [Name]:

I regret to inform you that due to an error on our part your appointment with the [Unit] was [reason]. This error resulted in an overpayment to you in the amount of [\$\$] net, on [Payroll Date].

Since you are continuing as an active employee, you may choose to repay with a check or money order, or have your compensation adjusted until the overpayment is recovered in full. Please contact me immediately at [phone] to establish the payback method you prefer.

If you would like to repay with check or money order, the payment should be made payable to The Ohio State University. You may drop it off to me or mail it directly to OSU Payroll, Suite 300, 1590 North High Street, Columbus, OH 43201-1189, with a copy of this letter. Upon receipt of your payment, the University will make the appropriate adjustments to your withholdings and deductions.

If you have concerns or questions regarding the overpayment or the amount, please contact me immediately at [phone]. I look forward to receiving your payment or response within **ten days** of this letter. Your prompt attention is appreciated.

I apologize for the inconvenience and thank you for your payment.

Sincerely,

[Name], [Title]

cc: School Director/ Department Chair
Betsy Lindsey, College Senior Fiscal Officer
Fund/project owner
OSU Payroll

