

Instruction: This is a model letter. Adapt to fit your facts and circumstances.

		Return address:
		Name
	Date	Address Line 1
		Address Line 2
		City, State Zip Code
Name		
Company		
Address Line		
City, State Zip Code		

Re: Letter to Employee Adjusting Amount of Hours Worked (Increase)

Dear :

I apologize for the mistake made concerning your time for {time/pay period}. I have enclosed a check in the amount of \$, check number , for the difference. The difference will be credited to your account. If you have any questions, please do not hesitate to contact me.

Sincerely,

N A M E