

Official Apology for Payroll Error

Subject: Apology for Payroll Error

Dear [Employee Name],

I am writing to sincerely apologize for the recent payroll error that affected your compensation. This mistake is regrettable, and I understand the inconvenience and frustration it may have caused you.

Please be assured that the issue has been corrected, and the outstanding payment will be processed immediately. Additionally, we are reviewing our payroll procedures to prevent such errors from recurring in the future.

We greatly value your work and contributions to the organization, and I regret this oversight. Thank you for your patience and professionalism during this matter.

Sincerely,

[Your Name]

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