

“Sample Letter to Employee”

PLEASE EMAIL A SCANNED COPY WITHIN SEVEN (7) DAYS TO JUNE DEMPSEY,
OFFICE OF THE CONTROLLER AND TREASURER, mclark@controller.msstate.edu

I have been notified by the payroll office that you have been overpaid in the amount of \$ [REDACTED] for the payroll period(s) ending [REDACTED]. These funds must be returned to Mississippi State University by (Date). **THIS DATE SHOULD BE 30 DAYS FROM THE DATE OF THE LETTER.** If you do not make payment for the payroll overpayment, then the balance will be subject to being placed with an external collection agency. If this happens, additional collection fees will be applied to the outstanding balance.

Your check or money order should be made payable to Mississippi State University and mailed to:

Mississippi State University
Office of the Controller and Treasurer, Account Services
P. O. Box 5328
Mississippi State, MS 39762

Please reference your MSU ID Number on your check or money order.

Mississippi State University regrets any inconvenience this error may have caused. If you have any questions regarding this matter, please contact Yun (Esther) Liu, Payroll Reporting and Adjustments Manager, at 662-325-2856.

Sincerely,

Department Head

c Mimi Clark