

**RESOLUTION OF SALARY OVERPAYMENTS AND UNDERPAYMENTS  
PROCEDURE – HRP50  
APPENDIX 1**

TEMPLATE LETTER – REPAYMENT AGREEMENT

***Private & Confidential***

Name and Address

Dear

I am writing in relation to our meeting / discussion / communication regarding the overpayment of salary that has been made to you by the Trust.

I write to confirm that you have agreed, and the Trust are also in agreement, for you to repay the overpayment of £**(amount)**, which occurred in **(Insert year / month occurred)** over a period of **(months)** as a result of **(reason)**. The agreed repayment method is £**(amount)** per month for a period of **(insert timescale)**. This will commence on **(date)** and cease on **(date)** inclusive.

Again I would like to reiterate that it is regrettable that this overpayment was made and I would like to thank you for your cooperation to find a mutual resolution for a repayment plan, please do contact me if you have any further queries.

I would like to bring to your attention that should you leave the employment of the Trust prior to the overpayment being repaid I can advise that any outstanding balance will automatically be deducted in full from your final salary with the Trust.

I have enclosed two copies of this letter one is for your records and the other is for you to sign and return to me within 5 working days of receipt of this letter to confirm that the above information is correct.

Yours sincerely

[insert name]  
Job Title

Cc     HR Manager  
        Finance Manager  
        Payroll

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I confirm that the information above regarding my repayments is correct and that I understand the payments will be deducted from my salary commencing **(insert date)**. Should I leave the Trust and an outstanding balance remains this will be automatically taken from my last salary with the Trust.

Signed: .....

Print: .....

Date: .....

If you knowingly receive and retain an overpayment you could be appropriating (i.e. stealing) property that belongs to the Trust. Retaining this will be contrary to Section 5(4) of the theft Act 1968 and may be reported to the Local Counter Fraud Specialist (LCFS). This is an overpayment to which you are not entitled to keep and in doing so you could be committing a criminal offence.