



**Payroll & Benefits Service Centre**

Ground Floor Bircham House  
William Prance Road  
Derriford  
Plymouth  
PL6 5WR

Tel: 0845 155 8088  
[www.plymouthhospitals.nhs.uk](http://www.plymouthhospitals.nhs.uk)

Dear

**Notification of Salary Overpayment**

I am writing to confirm that a salary overpayment of £            has recently been discovered which has led to a net overpayment of £            .

If you were instrumental in advising the Trust about the overpayment may I take this opportunity to thank you for this information.

The net overpayment is after adjustments for income tax, national insurance and pension contributions where appropriately apportioned.

This overpayment is due to the incorrect payment of salary for            . This occurred due to you being in receipt of            .

In accordance with the Trust's Salary Over and Underpayments Policy, we are required to correct this overpayment.

As required under the Trust's Salary Over and Underpayments Policy, I will request that the Finance Department raise an invoice for the full amount of the outstanding overpayment.

Please note you will then need to pay the full amount of the invoice within 15 days, in line with the guidance provided with the invoice.

Repayment may be made by cheque payable to Plymouth Hospitals NHS Trust or by Credit or Debit card. Full payment instructions will be provided on the invoice.

Yours Sincerely

Jenny Petherick

**Payroll & Benefits Manager**

cc Finance,

Personnel File

Manager

HR Business Partner