

Step 3 example letter

TBL
2 March Road
Rotherham

Dear Mrs Herbert,

As you know I am presently employed by you as a Registered Nurse working on C Ward in the Crichton Hospital, on a full time basis.

Thank you for your letter dated the 3rd February. As requested, you kindly supplied a full breakdown of the overpayments including the dates and the amounts.

You have stated that I have been overpaid by a total sum of £600. You have clarified that I was paid £100 a month extra from July to December 2017 due to an 'administrative error.'

I have checked this against my own bank records and looked at my shift patterns for that period. I now agree that an overpayment has been made.

As you know I work various shifts and my pay fluctuates monthly. It was not clear to me that any overpayment had been made. I was not aware of any overpayment and it was received in good faith. The knowledge of the overpayment came as quite a shock.

Having said that, I am aware of the following guidance from the Royal College of Nursing (RCN) www.rcn.org.uk/get-help/rcn-advice/overpayment-of-wages. I understand that if an overpayment has been made then this needs to be repaid but I now need to balance any repayment with my current outgoings.

I propose that I repay **£100** a month back from **April 2018 to September 2018**. I feel this is a reasonable offer and one which I can afford. The amount will be repaid to you over the same period in which it was accrued (6 months)

I ask that **no deductions** are made from my wages until we are in agreement.

Kind regards,

A Brown
12 Tulip Way Rotherham -07897 234786