

**2ND LETTER TO EMPLOYEE
CERTIFIED MAIL
RETURN RECEIPT REQUESTED**

(Name)
(Address)

Dear:

This letter is in reference to your recent notification that the Department of Health and Human Services included an overpayment in your salary and that you must make arrangements with the (division/institution human resources manager's office) to settle this matter within 15 calendar days. Our records indicate an overpayment to you for the amount of \$_____. We have included our internal calculations used to determine this amount for your information and review.

It is imperative that you contact (division/institution human resources manager) without delay to make arrangements for restitution. As set forth in General Statute 143-553, "all persons...employed who owe money to the State and whose salaries are paid in whole or part by State funds must make full restitution of the amount owed as a condition of continuing employment." Failure to respond may result in an immediate action without notice to have your paycheck removed from direct deposit. Failure to promptly contact the human resources manager's office may result in your paycheck being removed from direct deposit. Failure to make arrangements within **60 calendar days** will result in action being taken by the NC Attorney Generals Office, NC Department of Revenue, and/or private collection agencies to collect the monies due. When a pay plan agreement is reached, your account will still be submitted to the NC Department of Revenue.

Thank you for your prompt attention to this matter and for your cooperation.

Sincerely,

(Division/Institution Human Resources Mgr.)

cc: Assistant Payroll Officer
Payroll Technician
Employee Personnel File