

**FINAL LETTER TO STATE EMPLOYEE  
CERTIFIED MAIL  
RETURN RECEIPT REQUESTED**

(Name)  
(Address)

Dear:

You have not responded to our earlier attempts to discuss settlement arrangements for a salary overpayment you received through the Department of Health and Human Services. This letter is your final notification from the Department for the payment due in the amount of \$\_\_\_\_\_. Failure to contact the office noted below within 15 days may result in disciplinary procedures being implemented, as set forth by General Statute 143-553. 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 **30 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. Should a payment plan agreement be reached, the Department of Health and Human Services will submit this account to the NC Department of Revenue for debt set off until the indebtedness is satisfied.

Upon receipt of this letter, you must contact (division/institution human resources manager's office) to discuss suitable arrangements to settle the overpayment.

Your prompt attention to this matter is appreciated.

Sincerely,

(Division/Institution Human Resources Mgr.)

cc: Assistant Payroll Officer  
Payroll Technician  
Human Resources Debt Collection File  
Division of Human Resources Employee Relations Section