

1ST LETTER TO FORMER STATE EMPLOYEE

(Name)
(Address)

Dear:

This letter serves to notify you that the Department of Health and Human Services made a salary overpayment to you for the amount of \$_____. The attached worksheet used to calculate the overpayment is attached for your review and information.

Upon receipt of this letter, it is your responsibility to contact the (division/ institution human resources office) immediately to make arrangements to settle the overpayment. Failure to make arrangements within **90 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.

Thank you for your prompt attention to this matter.

Sincerely,

(Division/Institution Human Resources Mgr.)

cc: Assistant Payroll Officer
Payroll Technician
Human Resources Debt Collection File