

Date

TO: Agency Payroll Office

FROM: (Insert Human Resources Manager's Name)

SUBJECT: Termination Debt

Please deduct the following amount, (\$), from the final pay check of (insert employee name and social security number) using the Termination Debt Code 051. (Employee name) is separating effective (insert date). He/She owes this agency for (insert overdrawn leave or date of salary overpayment).

If you have any questions, please contact me.

Cc: Assistant Payroll Officer
Employee Personnel File