

**LETTER TO STATE EMPLOYEE'S HUMAN RESOURCES OFFICE  
CERTIFIED MAIL  
RETURN RECEIPT REQUESTED**

(Name)  
(Address)

Re: [Name]  
[Social Security Number]

Dear:

As verified in previous correspondence, we have attempted to collect the outstanding salary overpayment for the above employee in the amount of \$\_\_\_\_\_ paid by the Department of Health and Human Services. We have exhausted our efforts to collect the overpayment and request your assistance in finalizing this settlement pursuant to General Statute 143-553.

For your information, we are attaching notification letters to the employee, an overpayment worksheet, and General Statute 143-553. Upon receipt of this letter, if you have any questions, please contact [division/institution human resources manager] to discuss settlement of the overpayment.

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

Sincerely,

(Division/Institution Human Resources Mgr.)

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