

**FINAL LETTER TO 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 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. When a pay plan agreement is reached, your account will still be submitted to the NC Department of Revenue.

Upon receipt of this letter, you must contact the (division/institution human resources 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
Employee Personnel File
Division of Human Resources Employee Relations Section