

# Notification of Excess Benefits

Date:

To:

Department:

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Dear ,

This letter is to formally notify you that you have received benefits in excess of the allowable limits. Please review the details below for further information.

## Excess Benefits Details

Benefit Type	Allowed Limit	Received Amount	Excess Amount
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Please contact the HR Department at  for clarification or steps for rectification.

Sincerely,