

Monthly Time Sheet Submission

Dear [Employee's Name],

This is a friendly reminder to submit your monthly time sheet for the period ending [Date]. Please ensure that all hours worked during this period are accurately recorded.

Your time sheet should be submitted by [Submission Deadline]. Late submissions may affect payroll processing for this month.

Should you have any questions or need assistance, feel free to reach out.

Thank you for your attention to this matter!

Best regards,

[Your Name]

[Your Job Title]

[Company Name]