

Timecard Correction Acknowledgment

Date: [Insert Date]

Employee Name: [Insert Employee Name]

Employee ID: [Insert Employee ID]

Department: [Insert Department]

Dear [Employee Name],

We have received your request for a correction to your timecard for the period of [Insert Time Period]. After careful review, we acknowledge the following changes:

- Original Hours: [Insert Original Hours]
- Corrected Hours: [Insert Corrected Hours]
- Reason for Correction: [Insert Reason]

Your timecard will be updated accordingly, and the changes will reflect in your next payroll cycle. If you have any further questions or concerns, please do not hesitate to reach out to the payroll department.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Title]

[Company Name]

[Contact Information]