

Timecard Correction Notification

Date: [Insert Date]

To: [Employee Name]

From: [Manager/Supervisor Name]

Subject: Timecard Correction Notification

Dear [Employee Name],

This letter is to formally notify you of a correction made to your timecard for the period of [Insert Time Period]. We have identified discrepancies regarding your recorded working hours.

The corrected information is as follows:

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

If you have any questions or concerns regarding this correction, please do not hesitate to reach out.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Position]

[Company Name]

[Contact Information]