

Timecard Error Correction Notice

Date: [Insert Date]

To: [Employee Name]

Employee ID: [Employee ID]

Department: [Department Name]

Dear [Employee Name],

This notice is to inform you that we have identified an error in your submitted timecard for the period of [insert time period]. The following discrepancies were noted:

- Date: [Insert Date] - Hours Worked: [Insert Hours] - Error: [Insert Description]
- Date: [Insert Date] - Hours Worked: [Insert Hours] - Error: [Insert Description]

To correct these errors, please review the details and submit a revised timecard by [insert deadline]. If you have any questions or require assistance, do not hesitate to contact your supervisor or the payroll department.

Thank you for your prompt attention to this matter.

Sincerely,

[Your Name]

[Your Position]

[Company Name]

[Contact Information]