

Timecard Error Notification

Dear [Employee Name],

We hope this message finds you well. We are writing to inform you of a discrepancy found on your recent timecard submission for the pay period ending [Date].

Details of the error are as follows:

- **Date:** [Date of error]
- **Hours Recorded:** [Recorded hours]
- **Hours Expected:** [Expected hours]

Please review your timecard and verify the information. If you believe this error is a mistake, kindly reach out to your supervisor or the payroll department by [Deadline Date] for clarification.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Position]

[Company Name]