

# Timecard Rectification Alert

Dear [Employee Name],

This is to inform you that there are discrepancies in your submitted timecard for the pay period of [Start Date] to [End Date]. Please review the details below:

- **Date:** [Date of Discrepancy]
- **Hours Worked:** [Reported Hours] - [Actual Hours]
- **Reason for Rectification:** [Brief Description]

Kindly make the necessary corrections and resubmit your timecard by [Due Date]. Failure to do so may result in delays in processing your payroll.

If you have any questions or require assistance, please do not hesitate to reach out.

Thank you for your prompt attention to this matter.

Sincerely,

[Your Name]

[Your Position]

[Your Contact Information]