

Timecard Review and Adjustment

Date: [Insert Date]

To: [Employee's Name]

From: [Your Name/Your Position]

Subject: Timecard Review and Adjustment

Dear [Employee's Name],

We have completed the review of your recently submitted timecard for the period of [Insert Period]. Upon our review, we have identified some discrepancies that need to be addressed.

Specifically, the following adjustments are required:

- [Detail the first discrepancy and proposed adjustment]
- [Detail the second discrepancy and proposed adjustment]
- [Additional discrepancies if necessary]

We kindly ask you to review these adjustments and respond with your confirmation or any additional information you may have by [Insert Deadline]. Your prompt attention to this matter is greatly appreciated.

If you have any questions or need further clarification, please do not hesitate to reach out to me directly.

Thank you for your cooperation.

Sincerely,

[Your Name]

[Your Position]

[Your Contact Information]