

Dear [Employee's Name],

I hope this message finds you well. I am writing to follow up regarding the validation of your timecard for the period of [Start Date] to [End Date].

As of today, we have not yet received your confirmed timecard, and it is important for us to complete the payroll process on time. Please take a moment to review your entries and submit the validated timecard at your earliest convenience.

If you have any questions or if you need assistance, feel free to reach out to me directly.

Thank you for your attention to this matter.

Best regards,

[Your Name]

[Your Job Title]

[Your Contact Information]