

Subject: Urgent: Timesheet Submission Deadline for Holiday Period

Dear Team,

Please be advised that due to the upcoming holiday period, the deadline for submitting your timesheets has been moved forward to ensure timely payroll processing.

**Submission Deadline:** [Insert Date] by [Insert Time]

**Period Covered:** [Insert Start Date] to [Insert End Date]

Please ensure that all hours worked, including any holiday leave or overtime, are recorded and approved by your supervisor before the deadline. Late submissions may result in a delay in your pay.

If you have any questions or anticipate any issues with meeting this deadline, please contact the Payroll Department immediately.

Thank you for your cooperation and happy holidays.

Best regards,

[Your Name]

[Your Title]

[Company Name]