

Subject: Timesheet Submission Process for [Assignment Name]

Dear [Manager Name],

I am writing to introduce myself as the temporary staff member joining your team for the [Project Name/Job Title] assignment, starting [Start Date].

To ensure accurate and timely payment, I would like to confirm the procedure for submitting my weekly timesheets. Please find my timesheet for the current period attached for your review.

Submission Details:

- **Timesheet Cycle:** [Weekly/Bi-weekly]
- **Submission Deadline:** [Day of the week] by [Time]
- **Approval Process:** Please review and sign the attached document or approve via [Online Portal Name].

Once approved, please return the signed copy to [Agency Name/Payroll Email] or notify me so I can finalize the submission.

Thank you for your assistance. I look forward to working with your team.

Best regards,

[Your Name]

[Your Phone Number]

[Your Email Address]