

Dear [Contractor Name],

To ensure timely and accurate payment for your services, please follow these instructions for submitting your weekly timesheets.

1. Submission Deadline:

All timesheets must be submitted no later than [Day of the week, e.g., Monday] at [Time, e.g., 9:00 AM] for the previous week's work.

2. Submission Method:

Please send your completed timesheet via [Email/Online Portal/Software Name]. If sending via email, use the subject line: **Timesheet - [Your Name] - Week Ending [Date]**.

3. Required Information:

Each timesheet must include the following details:

- Full Name and Contractor ID (if applicable)
- Dates worked
- Start and end times for each shift
- Break durations
- Total daily and weekly hours
- Brief description of tasks performed or project codes

4. Approval Process:

Once submitted, your timesheet will be reviewed by [Manager Name/Department]. If there are any discrepancies, you will be contacted for clarification. Approved timesheets will be processed for payment according to our [Weekly/Bi-weekly/Monthly] schedule.

5. Late Submissions:

Failure to submit your timesheet by the deadline may result in a delay of your payment until the following pay cycle.

If you have any questions regarding this process, please contact [Department/Contact Person] at [Email/Phone Number].

Regards,

[Your Name]

[Your Title]

[Company Name]