

Subject: Urgent: Submit Your Final Timesheet Today

Dear [Candidate Name],

This is a reminder that your final timesheet for the period ending [Date] must be submitted to [Agency Name] by [Time] today.

To ensure your final payment is processed on time and without delays, please complete the following steps:

- Log in to the [Agency Portal Name] or use the attached form.
- Enter all hours worked up to your final shift.
- Ensure your supervisor has digitally signed or approved the entries.
- Click "Submit."

If you have already submitted your timesheet, please disregard this message. If you are experiencing any technical issues, contact us immediately at [Phone Number] or [Email Address].

Thank you for your hard work during this assignment. We wish you the best in your next endeavor.

Best regards,

[Your Name]
[Your Job Title]
[Agency Name]