

URGENT: OUTSTANDING WEEKLY TIMESHEET REMINDER

Date: [Insert Date]

To: [Manager Name / Recipient Name]

Company: [Client Company Name]

Subject: Action Required - Outstanding Timesheet for Week Ending [Date]

Dear [Recipient Name],

This is an urgent reminder that we have not yet received the approved timesheet for [Employee Name] for the work week ending [**Date**].

The submission of this timesheet is now overdue. Please be advised that this delay impacts our ability to process payroll and issue the corresponding billing invoice for this period.

Action Required:

Please review and approve the pending timesheet via [System Link/Portal] or sign and return the attached copy to [Email Address] by [Time] today.

If the timesheet has already been submitted or if there is a discrepancy that needs to be addressed, please contact us immediately at [Phone Number].

Thank you for your prompt attention to this matter.

Best regards,

[Your Name]

[Your Title]

[Your Company Name]

[Your Phone Number]