Subject:

**COMET Lab: Template for the time sheet adjustment request**

Hi "So and So",

Please adjust my clock-out time below manner.

|  |  |  |
| --- | --- | --- |
| Employee Name: | Name of Yours | |
| Employee ID: | 2000xxxxx | |
| Document ID: | 9xxxx | |
| Revised Required Date | **08/30/2024** | |
| Clock-in Time | Current Recorded Time in System | **New Required Time in System** |
| 03:00 PM | **Keep the same for the Clock-In** |
| Clock-out Time | 09:36 PM | **07:00 PM** |

Best Regards,