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,