

Overtime Pay Authorization

Date: [Insert Date]

To: [Employee Name]

Position: [Employee Position]

Department: [Employee Department]

Dear [Employee Name],

This letter serves as formal authorization for your overtime hours worked during the pay period of [Insert Pay Period Dates].

Details of Overtime:

- Date(s) of Overtime: [Insert Dates]
- Total Hours Worked: [Insert Total Hours]
- Overtime Rate: [Insert Overtime Rate]

Kindly ensure that all overtime work is documented and submitted to the payroll department by [Insert Submission Deadline].

Thank you for your dedication and hard work.

Sincerely,

[Your Name]

[Your Position]

[Your Company]