

Overtime Remuneration Request

Date: [Insert Date]

To,

[Manager's Name]

[Company's Name]

[Company's Address]

Dear [Manager's Name],

I am writing to formally request the remuneration for the overtime hours I have worked during the past [insert time period]. According to my calculations, I have worked an additional [insert number of hours] beyond my regular hours.

Details of the overtime worked:

- Date: [Insert Date(s)]
- Hours Worked: [Insert Hours]
- Reason for Overtime: [Insert Reason]

As per our company policy, I believe I am entitled to receive compensation for these hours at the overtime rate. I would appreciate it if you could review my request and process the remuneration at your earliest convenience.

Thank you for your understanding and support.

Sincerely,

[Your Name]

[Your Position]

[Your Contact Information]