

Letter of Consent for Overtime Tasks

Date: [Insert Date]

To: [Manager's Name]

From: [Your Name]

Subject: Consent for Overtime Tasks

Dear [Manager's Name],

I am writing to formally express my consent to undertake overtime tasks as requested. I understand that due to [reason for overtime, e.g., increased workload, project deadlines], additional hours may be necessary to ensure the successful completion of our goals.

I am available to work [specify times or days], and I am committed to maintaining the quality of my work during this period. Please let me know if there are specific tasks you would like me to prioritize.

Thank you for considering my willingness to assist with these additional responsibilities. I look forward to contributing further to our team's success.

Sincerely,

[Your Name]

[Your Job Title]

[Your Contact Information]