

Management Approval for Overtime

Date: [Insert Date]

To: [Employee's Name]

Position: [Employee's Position]

Department: [Employee's Department]

Subject: Approval for Overtime Work

Dear [Employee's Name],

We acknowledge your request for approval to work overtime as discussed on [Insert Date of Discussion]. The additional hours are necessary due to [briefly explain reason for overtime, e.g., project deadlines, increased workload, etc.].

We hereby approve your request to work overtime for [specify days/hours, e.g., "the week of March 1st to March 7th" or "up to 10 hours this month"]. Please ensure that you accurately record all overtime hours worked for proper compensation.

Thank you for your dedication and hard work.

Sincerely,

[Manager's Name]

[Manager's Position]

[Company Name]