

# Overtime Approval Notification

Date: [Insert Date]

To: [Employee's Name]

From: [Your Name]

Subject: Approval of Overtime Request

Dear [Employee's Name],

We are pleased to inform you that your request for overtime on [insert dates] has been approved. Your dedication and hard work are highly appreciated.

Please ensure that all necessary documentation is submitted following your overtime work.

Thank you for your commitment to our team.

Sincerely,

[Your Name]

[Your Position]

[Company Name]