

Overtime Services Approval Letter

Date: [Insert Date]

To: [Employee's Name]

From: [Manager's Name]

Subject: Overtime Services Approval

Dear [Employee's Name],

We are writing to confirm the approval of your request for overtime services. After reviewing the current project requirements and recognizing your valuable contributions, we have authorized you to work additional hours.

The approved overtime is as follows:

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

Please ensure that all overtime hours worked are documented and submitted for processing in accordance with our payroll procedures.

Thank you for your dedication and hard work.

Sincerely,

[Manager's Name]

[Manager's Title]

[Company Name]

[Contact Information]