

Authorization for Additional Work Hours

[Your Name]

[Your Position]

[Your Company]

[Company Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Employee Name]

[Employee Position]

[Employee Department]

[Company Name]

Dear [Employee Name],

We are writing to formally authorize you to work additional hours beyond your regular schedule. This authorization is granted in response to the increased workload and your exceptional performance.

The additional hours will be as follows:

- Date: [Insert date]
- Additional Hours: [Insert number of hours]
- Total New Schedule: [Insert details]

Please ensure that you track your additional hours and submit them for approval at the end of the pay period. Your contributions during this time are greatly appreciated.

If you have any questions or concerns regarding this authorization, feel free to reach out to me directly.

Thank you for your hard work and dedication.

Sincerely,

[Your Name]

[Your Position]

[Your Company]