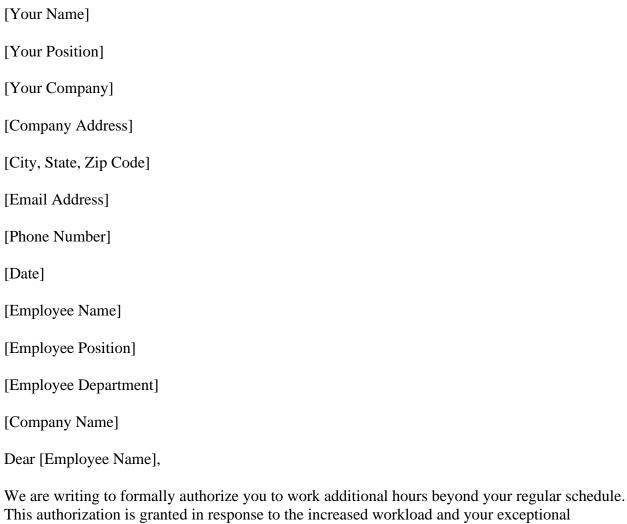
Authorization for Additional Work Hours



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]