

Authorization Form for Overtime Services

Date: [Insert Date]

To: [Supervisor/Manager's Name]

From: [Your Name]

Department: [Your Department]

Employee ID: [Your Employee ID]

Subject: Authorization for Overtime Services

Dear [Supervisor/Manager's Name],

I am writing to request authorization for overtime services due to [reason for overtime, e.g., increased workload, project deadline]. I believe that working additional hours will help ensure that [specific task or project] is completed effectively and on time.

Details of the proposed overtime are as follows:

- **Proposed Overtime Dates:** [Insert Dates]
- **Total Hours Required:** [Insert Total Hours]
- **Specific Tasks:** [Describe Tasks to be Completed]

I appreciate your consideration of this request. Please let me know if you require any additional information or if there are forms that need to be completed to proceed with this request.

Thank you for your attention to this matter.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Name]

[Your Contact Information]