

Overtime Work Authorization Justification

Date: [Insert Date]

To: [Supervisor's Name]

From: [Your Name]

Subject: Justification for Overtime Work Authorization

Dear [Supervisor's Name],

I am writing to formally request authorization for overtime work to ensure the completion of [specific project or task]. The reasons for this request are as follows:

- **Increased Workload:** Due to [explain reason, e.g., unexpected project demands, staff shortages], the current workload exceeds our regular working hours.
- **Project Deadlines:** The project is due on [insert deadline] and requires additional hours to be completed on time.
- **Impact on Performance:** Completing this work is critical for maintaining [service levels, client satisfaction, etc.].

I anticipate needing approximately [insert number of hours] hours of overtime, which I believe is necessary to meet the demands mentioned above.

Thank you for considering this request. I am available to discuss this matter further at your convenience.

Sincerely,

[Your Name]

[Your Job Title]

[Your Contact Information]