

Notification of Required Overtime Work

Date: [Insert Date]

To: [Employee's Name]

Position: [Employee's Position]

Department: [Employee's Department]

From: [Manager's Name]

Subject: Notification of Required Overtime Work

Dear [Employee's Name],

This is to notify you that due to [reason for overtime, e.g., project deadline, increased workload], you are required to work overtime on [specific date(s) and time(s)].

The details are as follows:

- Date: [Insert Date]
- Time: [Insert Start Time] to [Insert End Time]
- Total Overtime Hours: [Insert Total Hours]

Your contribution during this time is greatly appreciated and will assist our team in meeting our goals. If you have any concerns regarding this request, please feel free to reach out to me directly.

Thank you for your understanding and cooperation.

Sincerely,

[Manager's Name]

[Manager's Position]

[Company Name]

[Contact Information]