

Overtime Work Consent

Date: [Insert Date]

To: [Employee's Name]

Position: [Employee's Position]

Department: [Employee's Department]

From: [Your Name]

Position: [Your Position]

Company: [Company Name]

Dear [Employee's Name],

We are reaching out to you regarding the potential need for overtime work in the upcoming [specify timeframe]. Due to [briefly explain the reason, e.g., increased workload, project deadlines], we may require additional hours beyond your standard work schedule.

Please consider the following details regarding the overtime work:

- Proposed Overtime Hours: [insert date and hours]
- Compensation Rate: [insert standard overtime rate]
- Expected Tasks: [briefly list tasks or responsibilities]

We kindly ask you to provide your consent for this overtime work by signing below. Your cooperation is greatly appreciated as we strive to meet our commitments.

I, [Employee's Name], consent to work overtime as outlined above.

Signature: _____ Date: _____

Thank you for your attention to this matter. Please do not hesitate to reach out with any questions or concerns.

Sincerely,

[Your Name]

[Your Position]

[Company Name]