

Holiday Overtime Acceptance Letter

Date: [Insert Date]

To: [Manager's Name]

From: [Your Name]

Subject: Acceptance of Holiday Overtime

Dear [Manager's Name],

I hope this message finds you well. I am writing to formally accept the offer for overtime work during the upcoming holiday period.

I understand that my commitment will require me to work on [insert specific holiday dates], and I am prepared to contribute my efforts to ensure a smooth workflow during this busy time.

Thank you for considering my availability for this opportunity. Please let me know if there is any additional information or documentation you need from my side.

Looking forward to your confirmation.

Sincerely,

[Your Name]

[Your Job Title]

[Your Contact Information]