

Overtime Approval Request

Date: [Insert Date]

To: [Manager's Name]

From: [Your Name]

Subject: Request for Overtime Approval Due to Resource Shortage

Dear [Manager's Name],

I am writing to formally request approval for overtime hours due to a current resource shortage in our team. As you are aware, Project [Project Name] is nearing its deadline, and we are facing an increased workload that our current staffing levels cannot accommodate.

To ensure we meet the project timeline and maintain the quality of our work, I propose the following overtime schedule:

- Employee: [Employee Name] - [Number of Hours]
- Employee: [Employee Name] - [Number of Hours]
- Employee: [Employee Name] - [Number of Hours]

Your approval for this overtime would greatly assist us in managing this workload effectively and ensuring timely completion of our deliverables.

Thank you for considering this request. I look forward to your prompt response.

Sincerely,

[Your Name]

[Your Position]

[Your Contact Information]