

Approval Letter for Extended Work Hours

Date: [Insert Date]

To: [Employee Name]

[Employee Position]

[Company Name]

Dear [Employee Name],

We are pleased to inform you that your request for extended work hours has been approved. This decision reflects our confidence in your abilities and the importance of your contributions to our team.

Effective [Start Date], you will be authorized to work an additional [number] hours per week. Your new schedule will be as follows:

- [Day 1: Start Time - End Time]
- [Day 2: Start Time - End Time]
- [Day 3: Start Time - End Time]
- [Day 4: Start Time - End Time]

Please ensure that you manage your workload efficiently and communicate any challenges you may encounter during this period.

Thank you for your hard work and dedication.

Sincerely,

[Your Name]

[Your Position]

[Company Name]