

# Authorization for Emergency Overtime Hours

Date: [Insert Date]

To: [Manager's Name]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Manager's Name],

I am writing to formally request authorization for emergency overtime hours for [Employee's Name], [Employee's Position], during the period of [Start Date] to [End Date]. This request is made in response to the urgent need for additional support due to [briefly explain the reason - e.g., increased workload, absence of another employee, etc.].

The estimated additional hours needed will be approximately [number of hours] to ensure that all necessary tasks and responsibilities are completed in a timely manner.

Thank you for considering this request. If you have any questions or require further information, please do not hesitate to contact me.

Sincerely,

[Your Name]

[Your Position]

[Your Contact Information]