

# Overtime Hours Confirmation

Date: [Insert Date]

To: [Employee Name]

Employee ID: [Employee ID]

Department: [Department Name]

From: [Supervisor/Manager Name]

Subject: Overtime Hours Confirmation for Payroll

Dear [Employee Name],

This letter is to officially confirm your overtime hours worked during the pay period of [Start Date] to [End Date]. Below are the details of your reported overtime hours:

| Date     | Hours Worked    | Overtime Hours   |
|----------|-----------------|------------------|
| [Date 1] | [Regular Hours] | [Overtime Hours] |
| [Date 2] | [Regular Hours] | [Overtime Hours] |

The total number of overtime hours confirmed is [Total Overtime Hours]. These hours will be processed in the upcoming payroll cycle.

If you have any questions or need further clarification, please do not hesitate to contact me.

Thank you for your dedication and hard work.

Sincerely,

[Supervisor/Manager Name]

[Title]

[Company Name]