

Overtime Work Authorization

Date: [Insert Date]

To: [Employee Name]

From: [Manager/Supervisor Name]

Subject: Authorization for Overtime Work

Dear [Employee Name],

As per our recent discussion, I am writing to formally authorize you to work overtime on the following specific tasks:

- Task 1: [Description of Task 1]
- Task 2: [Description of Task 2]
- Task 3: [Description of Task 3]

This authorization is effective from [Start Date] to [End Date]. Please ensure that you report your hours accurately, and if you have any questions or require assistance, do not hesitate to reach out to me.

Thank you for your dedication and hard work.

Sincerely,

[Manager/Supervisor Name]

[Title]

[Company Name]

[Contact Information]