

# Overtime Work Authorization

Date: [Insert Date]

To: [Employee Name]

From: [Manager/Supervisor Name]

Subject: Authorization for Overtime Work

Dear [Employee Name],

This letter serves as formal authorization for you to work overtime hours. Due to [reason for overtime], your assistance is needed beyond the standard working hours.

You are authorized to work up to [number of hours] hours of overtime during the period of [start date] to [end date]. Please ensure that you log your hours accurately and submit your timesheet by [submission date].

Thank you for your hard work and commitment to the team. Should you have any questions, please feel free to reach out.

Sincerely,

[Manager/Supervisor Name]

[Job Title]

[Company Name]

[Contact Information]