

Overtime Work Schedule Submission

Date: [Insert Date]

To: [Manager's Name]

Subject: Overtime Work Schedule Submission

Dear [Manager's Name],

I hope this message finds you well. I am writing to formally submit my overtime work schedule for your approval. Below are the details of my proposed overtime hours:

Date	Day	Overtime Hours
[Insert Date]	[Insert Day]	[Insert Hours]
[Insert Date]	[Insert Day]	[Insert Hours]
[Insert Date]	[Insert Day]	[Insert Hours]

Please let me know if you need any additional information or adjustments to this schedule. Thank you for your consideration.

Sincerely,

[Your Name]

[Your Job Title]

[Your Contact Information]