

Overtime Shift Offer

Dear [Employee's Name],

We hope this message finds you well. We are reaching out to offer you an opportunity for an overtime shift.

Details of the overtime shift are as follows:

- Shift Date: [Insert Date]
- Shift Time: [Insert Start Time] to [Insert End Time]
- Compensation Rate: [Insert Rate]

Please let us know by [Insert Deadline] if you are available to take on this shift. Your willingness to help is greatly appreciated.

Thank you!

Sincerely,

[Your Name]

[Your Job Title]

[Company Name]

[Contact Information]