

Date: [Insert Date]

[Employee Name]

[Employee Address]

[City, State, Zip Code]

[Manager/Supervisor Name]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Employee Name],

We would like to formally acknowledge your dedication and hard work in completing extra hours beyond your regular schedule during [specific time period]. Your commitment has greatly contributed to our team's success and the overall operation of the company.

We appreciate your efforts and recognize the importance of maintaining a healthy work-life balance. Please rest assured that your extra hours will be compensated as per our company policy.

Thank you once again for your hard work and dedication. Should you have any questions, please feel free to reach out.

Sincerely,

[Manager/Supervisor Name]

[Title]

[Company Name]