

Agreement on Additional Pay for Extra Hours

Date: [Insert Date]

To: [Employee's Name]

[Employee's Address]

Dear [Employee's Name],

We are writing to confirm the agreement regarding additional pay for extra hours worked beyond your standard work schedule.

As discussed, you will be compensated at a rate of [Insert Pay Rate] for each hour worked in excess of [Insert Standard Hours] per week. This agreement will be effective from [Insert Start Date] and will be reviewed on [Insert Review Date].

Please sign below to indicate your acceptance of this agreement.

[Employee's Name]

Date: _____

Thank you for your continued hard work and dedication.

Sincerely,

[Your Name]

[Your Position]

[Company Name]

[Company Address]