

# Confirmation of Overtime Hours

Date: [Insert Date]

To: [Employee Name]

[Employee Position]

[Company Name]

[Company Address]

Dear [Employee Name],

This letter serves to confirm and acknowledge your overtime hours worked beyond the regular schedule for the period of [Insert Dates].

Details of the overtime hours are as follows:

- Total Overtime Hours: [Insert Total Hours]
- Regular Schedule Hours: [Insert Regular Hours]
- Overtime Schedule: [Insert Overtime Dates/Times]

We appreciate your dedication and hard work in accommodating the increased workload during this time.

Thank you for your commitment to [Company Name]. If you have any questions, please feel free to reach out.

Sincerely,

[Your Name]

[Your Position]

[Company Name]