

# Notification of Overtime Rate Acceptance

Date: [Insert Date]

To: [Employee Name]

[Employee Title]

[Company Name]

[Company Address]

Dear [Employee Name],

We are pleased to inform you that your request for overtime rate acceptance has been reviewed and approved. As of [Effective Date], the overtime rate will be adjusted to [New Overtime Rate] per hour.

Please note that this rate will be applicable for any overtime hours worked beyond your regular schedule. We appreciate your contributions to the team and look forward to your continued success at [Company Name].

If you have any questions or require further clarification, please do not hesitate to reach out.

Best regards,

[Your Name]

[Your Title]

[Company Name]

[Company Contact Information]