

# Overtime Compensation Confirmation

Date: [Insert Date]

To: [Employee Name]

From: [Manager/Supervisor Name]

Subject: Overtime Compensation Confirmation

Dear [Employee Name],

This letter is to confirm your eligibility for overtime compensation for the hours worked beyond your regular schedule during the specified period of [Insert Dates].

According to our records, you have worked a total of [Insert Overtime Hours] hours of overtime. Your overtime compensation is calculated at a rate of [Insert Overtime Rate] per hour.

The total compensation amount for the overtime worked is [Insert Total Compensation]. This amount will be reflected in your upcoming paycheck scheduled for [Insert Pay Date].

Thank you for your hard work and dedication. If you have any questions or concerns, please do not hesitate to reach out.

Sincerely,

[Manager/Supervisor Name]

[Title]

[Company Name]

[Contact Information]