

Overtime Pay Approval

Date: [Insert date]

To: [Employee's Name]

From: [Supervisor/Manager's Name]

Subject: Approval of Overtime Pay

Dear [Employee's Name],

I am writing to formally confirm the approval of your overtime pay for the hours worked beyond your regular schedule during the week of [insert dates]. Your contribution is highly valued, and we appreciate your dedication.

The approved overtime hours are as follows:

- Date: [Date] - Hours: [Hours]
- Date: [Date] - Hours: [Hours]

As per company policy, you will receive [insert rate] per hour for these overtime hours, which will reflect in your next paycheck.

If you have any questions or need further clarification, please feel free to reach out.

Thank you for your hard work and commitment.

Sincerely,

[Supervisor/Manager's Name]

[Title]

[Company Name]

[Contact Information]