

Overtime Rate Verification

Date: [Insert Date]

[Your Name]
[Your Job Title]
[Your Company Name]
[Your Company Address]
[City, State, Zip Code]

[Employee Name]
[Employee Job Title]
[Employee Department]
[Employee Address]
[City, State, Zip Code]

Dear [Employee Name],

This letter serves to verify the overtime rate applicable to your position as [Employee Job Title] at [Your Company Name]. According to our records, your current overtime rate is \$[Insert Rate] per hour.

Please ensure to record all overtime hours worked accurately and submit them on your timesheet for approval. If you have any questions or require further clarification, feel free to reach out.

Thank you for your dedication and hard work.

Sincerely,
[Your Name]
[Your Job Title]
[Your Company Name]