

Overtime Wage Acknowledgment

Date: [Insert Date]

[Employee Name]

[Employee Address]

[City, State, ZIP Code]

Dear [Employee Name],

This letter serves to acknowledge the receipt of your request for overtime wages incurred during the pay period of [Insert Pay Period]. We appreciate your hard work and dedication to your responsibilities.

As per our records, you have worked [Insert Number of Overtime Hours] hours of overtime, which will be compensated at the rate of [Insert Overtime Rate]. The total overtime wage to be paid is [Insert Total Overtime Wage].

Please feel free to reach out to the HR department if you have any questions regarding this acknowledgment.

Thank you for your contributions to [Company Name].

Sincerely,

[Your Name]

[Your Job Title]

[Company Name]

[Company Address]

[City, State, ZIP Code]