

Overtime Payment Recognition

Date: [Insert Date]

To: [Employee Name]

Position: [Employee Position]

Department: [Department Name]

Dear [Employee Name],

We would like to take this opportunity to formally recognize your dedication and hard work in completing your overtime hours during the recent [project/period]. Your commitment has not gone unnoticed and significantly contributed to our collective success.

The details of your overtime payment are as follows:

- Total Overtime Hours: [Insert Number of Hours]
- Overtime Rate: [Insert Rate]
- Total Payment: [Insert Total Amount]

Please ensure that you review these details and reach out to the HR department if you have any questions or require further clarification.

Thank you once again for your exceptional efforts and dedication to our team.

Sincerely,

[Your Name]

[Your Position]

[Company Name]