

Overtime Pay Disagreement Resolution Appeal

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Manager's Name]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Manager's Name],

I am writing to formally appeal the recent decision regarding the overtime pay discrepancy related to my work on [specific dates or project]. After reviewing my records and comparing them with the company's overtime policy, I believe that the calculation of my overtime pay was incorrect.

According to my records, I worked [specific number of hours] of overtime, while the payment I received reflects [state the paid amount or hours]. I kindly request a thorough review of my case, and I have attached relevant documentation to support my claim.

I appreciate your attention to this matter and look forward to your prompt response to resolve this issue amicably.

Thank you for your understanding.

Sincerely,

[Your Name]