

Overtime Pay Discrepancy Notification

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Manager's Name]

[Company's Name]

[Company's Address]

[City, State, Zip Code]

Dear [Manager's Name],

I am writing to formally challenge the recent calculation of my overtime pay for the pay period of [start date] to [end date]. After reviewing my pay stub and tracking my hours, I believe that there has been an error in how my overtime hours were calculated.

During this period, I worked a total of [number of overtime hours] overtime hours, which should be compensated at a rate of [overtime rate]. However, my recent paycheck reflects only [amount received for overtime], which is significantly lower than expected.

According to [referring to company policy or law], my overtime compensation should reflect [specific details about overtime policy]. I would appreciate the opportunity to discuss this matter at your earliest convenience to ensure that I am compensated correctly for my time.

Thank you for your attention to this matter. I look forward to your prompt response.

Sincerely,

[Your Name]