

Overtime Pay Grievance

[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]

Subject: Unresolved Overtime Pay Grievance

Dear [Manager's Name],

I am writing to formally address an ongoing issue regarding my overtime pay that remains unresolved despite previous discussions.

As per my records, I have worked [number] hours of overtime between [start date] and [end date]. However, I have not received the appropriate compensation, which is a violation of company policy and labor regulations.

Despite my attempts to resolve this matter informally by discussing it with [mention any relevant parties], there has been no resolution to date.

Therefore, I am requesting a formal review of my overtime hours and the associated pay. I would appreciate a prompt response to ensure this issue can be resolved amicably.

Thank you for your attention to this matter.

Sincerely,

[Your Name]