

Emergency Overtime Authorization

Date: [Insert Date]

To: [Employee's Name]

From: [Supervisor's Name]

Subject: Emergency Overtime Authorization for Construction Tasks

Dear [Employee's Name],

Due to unforeseen circumstances, we require immediate additional support to complete ongoing construction tasks on [Project Name/Location]. As a result, we are authorizing you to work overtime beyond your regular hours.

Your overtime hours will begin on [Start Date and Time] and are expected to continue until [End Date and Time]. Please ensure that you document your hours worked accurately.

If you have any questions or require further clarification, do not hesitate to reach out to me directly.

Thank you for your prompt attention to this matter and your continued dedication to the project.

Sincerely,

[Supervisor's Name]

[Supervisor's Title]

[Company Name]

[Contact Information]