

Extended Work Hours Approval

Date: [Insert Date]

To: [Construction Team Name]

From: [Your Name]

Subject: Approval for Extended Work Hours

Dear Team,

We are writing to inform you that the request for extended work hours has been reviewed and approved for the following dates:

- Start Date: [Insert Start Date]
- End Date: [Insert End Date]
- Approved Working Hours: [Insert Working Hours]

This decision has been made to ensure that we meet our project deadlines and maintain the project schedule. Please ensure that all safety protocols are followed during these extended hours.

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

Thank you for your hard work and dedication.

Sincerely,

[Your Name]

[Your Position]

[Your Contact Information]