

Overtime Approval Letter

Date: [Insert Date]

To: [Employee's Name]

Position: [Employee's Position]

Project: [Project Name]

From: [Supervisor/Manager's Name]

Subject: Approval of Overtime Hours

Dear [Employee's Name],

I am writing to formally approve your request for overtime hours worked on [specific dates]. Your dedication and hard work on the [Project Name] is greatly appreciated.

The overtime hours you are authorized for are as follows:

- Date: [Date] - Hours: [Hours]
- Date: [Date] - Hours: [Hours]
- Date: [Date] - Hours: [Hours]

Please ensure that you submit the timesheet reflecting these hours for processing. All approved overtime will be compensated in accordance with company policy.

Thank you for your continued commitment to the success of our project.

Sincerely,

[Supervisor/Manager's Name]

[Title]

[Company Name]

[Contact Information]