

Overtime Authorization Letter

Date: [Insert Date]

To: [Employee's Name]

[Employee's Position]

[Company Name]

[Company Address]

Dear [Employee's Name],

This letter is to authorize your overtime hours for the upcoming building site operations. Given the current project timelines and the necessity to maintain progress, your overtime is critical to meet our goals.

Please find the details of the authorization below:

- **Authorized Overtime Date(s):** [Insert Dates]
- **Hours to Work:** [Insert Hours]
- **Reason for Overtime:** [Insert Reason]

Ensure that all overtime hours are recorded accurately for payroll processing. Thank you for your dedication and hard work.

Sincerely,

[Your Name]

[Your Position]

[Company Name]

[Company Contact Information]