

OVERTIME PRE APPROVAL LETTER

[Date]

[Employee's Name]

[Employee's Address]

[City, State, Zip Code]

Subject: Overtime Pre-Approval Request

Dear [Employee's Name],

I acknowledge your commitment and dedication to your work at [Company Name]. Your contributions are vital to our success, and your proactive approach in recognizing work demands is appreciated.

After reviewing your request for overtime pre-approval, I am pleased to grant permission for overtime work as follows:

Dates and Times of Overtime:

[List the specific dates and hours for which overtime is approved.]

Reason for Overtime:

[Explain the reason or project necessitating the overtime.]

Compensation for Overtime:

[Specify the applicable overtime pay rate or compensation details.]

If you have questions or need clarification, please contact our HR Department at [HR Contact Information].

Thank you for your dedication to our team and company. I trust your extra effort will yield excellent results.

Sincerely,

[Your Name]

[Your Title]

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Approved Undertime Sample Letter

Victor M. Corman



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