

[Your Name]
[Your Job Title]
[Department]
[Date]

[Recipient Name]
[Recipient Job Title]
[Company Name]

Subject: Authorization for Overtime Hours

Dear [Recipient Name],

This letter is to formally authorize the overtime hours worked by [Employee Name] during the pay period of [Start Date] to [End Date].

The employee has completed a total of [Number] overtime hours. These additional hours were required due to [Reason for Overtime, e.g., end-of-month reporting / urgent project deadline / staff shortage].

I have reviewed and verified the attached timesheet. Please process the overtime payment in the next payroll cycle accordingly.

If you require any further information, please contact me.

Sincerely,

[Your Signature]
[Your Printed Name]