

Date: [Insert Date]

To: [Employee Name/Department]

From: [Management/HR Name]

Subject: Formal Notice Regarding Unauthorized Overtime and Timekeeping Procedures

Dear [Employee Name],

This letter serves as a formal notification regarding recent observations of unauthorized overtime work. According to our company records, you have performed work outside of your scheduled hours on the following dates: [Insert Dates].

Please be advised that company policy requires all overtime hours to be approved in writing by a supervisor prior to the commencement of work. Unauthorized overtime is a violation of our internal timekeeping controls and operational budget policies.

Effective immediately, you are required to adhere to the following timekeeping controls:

- No work is to be performed before or after your scheduled shift without prior written authorization.
- All hours worked must be accurately recorded in the [Insert Timekeeping System Name].
- Failure to obtain prior approval for overtime may result in disciplinary action, up to and including termination of employment.

While the company is required by law to pay for all hours worked, repetitive instances of unauthorized overtime will be managed as a performance and conduct issue.

If you feel your current workload cannot be completed within your regularly scheduled hours, please schedule a meeting with your manager to discuss workload prioritization and resource allocation.

Please sign below to acknowledge that you have received this letter and understand the company's expectations regarding overtime and timekeeping.

Sincerely,

[Your Signature]

[Your Printed Name and Title]

Acknowledgment of Receipt:

Employee Signature: _____ Date: _____