

Overtime Hours Request

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]

[Supervisor's Name]
[Company Name]
[Company Address]
[City, State, Zip Code]

Dear [Supervisor's Name],

I am writing to formally request approval for overtime hours to complete [specific project or task] due to [reason for request]. I believe that my involvement in this task is crucial to meet our deadlines and ensure quality work.

I anticipate needing approximately [number of hours] hours of overtime, which I would like to work from [start date] to [end date].

Thank you for considering my request. I look forward to your approval.

Sincerely,

[Your Name]
[Your Job Title]

Sample Letter Asking For Overtime

JR Anderson



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Decisions and Orders of the National Labor Relations Board, Volume 357, June 29, 2011 Through January 3, 2012 National Labor Relations Board, 2016-02-15 Each volume of this series contains all the important Decisions and Orders issued by the National Labor Relations Board during a specified time period The entries for each case list the decision order statement of the case findings of fact conclusions of law and remedy Marine Accident Report United States. National Transportation Safety Board, 1990 This report explains the grounding of the United States oil tanker Exxon Valdez on March 24 1989 Safety issues discussed include the navigation watch role of human factors manning standards the company's drug alcohol testing and rehabilitation program vessel traffic service and oil spill response Includes safety recommendations maps
Guaranteed Ride Home United States. Department of Transportation, Commuter Transportation Services, 1990
Decisions of the Comptroller General of the United States United States. General Accounting Office, 1988 Contains a selection of major decisions of the GAO A digest of all decisions has been issued since Oct 1989 as United States General Accounting Office Digests of decisions of the Comptroller General of the United States Before Oct 1989 digests of unpublished decisions were issued with various titles *Webster's New World Business Writing Handbook* Richard Worth, 2002-09-05 Offers instruction and guidance on format content grammar and mechanics for business and technical writing and includes tips for presentations **Decisions and Orders of the National Labor Relations Board, Volume 351** National Labor Relations Board (U S), 2009 Each volume of this series contains all the important Decisions and Orders issued by the National Labor Relations Board during a specified time period The entries for each case list the decision order statement of the case findings of fact conclusions of law and remedy

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