

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

Puja Mehta



Sample Letter Asking For Overtime:

GAO Documents United States. General Accounting Office,1987-10 Catalog of reports decisions and opinions testimonies and speeches Federal Energy Guidelines United States. Department of Energy,1998 **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 **Decisions and Orders of the National Labor Relations Board** United States. National Labor Relations Board,2011-06 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 **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 **The AMA Handbook of Business Letters** Jeffrey L. Seglin,Edward Coleman,2002 This book CD ROM reference for professionals teaches letter writing basics and offers style and grammar guidelines along with some 365 sample letters for sales marketing and public relations vendor and supplier issues credit and collections transmittal and confirmation personnel matters and every other business situation Appendices list frequently misused words punctuation guidelines abbreviations and telephone and online grammar hotlines The CD ROM contains all of the sample letters from the book which can be customized for immediate use Seglin teaches magazine publishing in the graduate department of writing literature and publishing at Emerson College Annotation copyrighted by Book News Inc Portland OR **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 **GAO documents** United States. General Accounting Office,1981 Catalog of reports decisions and opinions testimonies and speeches **Guaranteed Ride Home** United States. Department of Transportation,Commuter Transportation Services,1990 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

White Horse in Winter Franci McMahon,2015-09-14 Montana rancher Becky Miles who decidedly drops the Becky part is drawn into the snake pit of internalized homophobia when she travels to Vermont to find out if her gal Jane Scott still loves

her Jane's life is enmeshed by old guilt and compassion for Georgia whose horse training business is tarnished by a tragic death in her barn Miles has little patience for Georgia a closeted lesbian who is desperate to pass among the upper crust of the horse show world Neither Jane nor Miles has any idea at first just how desperate Georgia is to pass in the straight world

Federal Wage System United States. Office of Personnel Management, 1981 East Coast Shipyards, Inc United States. Congress. House. Committee on Merchant Marine and Fisheries. Subcommittee on Production in Shipbuilding Plants, 1944 **Hearings** United States. Congress. House. Committee on Merchant Marine and Fisheries, 1944 *East Coast Shipyards, Inc* United States. Congress. House. Merchant Marine and Fisheries, 1944 **Congressional Record** United States. Congress, 1993 **The Postal Record**, 1894 Parliamentary Debates, House of Representatives, Weekly Hansard Australia. Parliament. House of Representatives, 1971 The Scottish Farmer, 1924

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