

Date: _____

To: _____

Department: _____

Employee Extended Hours Request Letter

Dear _____,

I am writing to formally request approval to work extended hours for the following reason(s):

The extended work hours I am requesting are as follows:

- Date(s): _____
- Time(s): _____
- Total Additional Hours: _____

I understand that all extended hours are subject to company policy and prior approval. I assure you that this request is due to _____ and all company procedures will be followed.

Thank you for your consideration. Please let me know if you require any additional information.

Sincerely,

Employee Name

Employee ID

Approved by: _____

Date: _____