

# Overtime Work Authorization Memorandum

Sample Company Name

**Date:** \_\_\_\_\_

**Memo No.:** \_\_\_\_\_

**To:** \_\_\_\_\_

**Department:** \_\_\_\_\_

**From:** \_\_\_\_\_

## **Subject**

Request for Authorization to Render Overtime Work

## **Details of Overtime Work**

**Date(s) of Overtime:** \_\_\_\_\_

**Time (From/To):** \_\_\_\_\_

**No. of Hours:** \_\_\_\_\_

**Reason/Justification:** \_\_\_\_\_

## **Employee(s) Assigned to Overtime**

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## **Remarks**

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Requested by  
Supervisor/Manager

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Approved by  
Authorized Official