

[Cola & Juice Co.]

2-HOUR OVERTIME REQUEST MEMORANDUM

Date: April 25, 2030

From: Jones Hamilton

To: Human Resource Manager

Subject: 2-Hour Overtime Request

For the past month, the company had been experiencing a growth in the demand of goods and products. This is why I would like to request for the production team to work an additional two hours each day for the entire month of May.

I am hoping for your kind and quick consideration. Thank you.

Sample Letter Asking For Overtime

Yi-Tong Ma



Sample Letter Asking For Overtime:

Sample Letter Asking For Overtime Book Review: Unveiling the Power of Words

In a world driven by information and connectivity, the power of words has been evident than ever. They have the capability to inspire, provoke, and ignite change. Such may be the essence of the book **Sample Letter Asking For Overtime**, a literary masterpiece that delves deep into the significance of words and their impact on our lives. Published by a renowned author, this captivating work takes readers on a transformative journey, unraveling the secrets and potential behind every word. In this review, we will explore the book's key themes, examine its writing style, and analyze its overall impact on readers.

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