

Consent to Work Overtime Form Sample

The **consent to work overtime form sample** is a crucial document that ensures employees voluntarily agree to work beyond their regular hours. This form helps maintain clear communication between employers and employees while complying with labor regulations. Utilizing a standardized sample simplifies the process of obtaining and documenting overtime consent efficiently.

Consent to Work Overtime Form

Employee Name:

Employee ID:

Department:

Manager/Supervisor Name:

Date of Overtime:

Number of Overtime Hours:

Reason for Overtime:

☐ I voluntarily agree to work the above-mentioned overtime hours and understand that this work is in addition to my regular schedule.

Employee Signature:

Date:

Submit