

Instruction: This is a model letter. Adapt to fit your facts and circumstances.

		Return address:
		Company
	Date	Address Line 1
Name		Address Line 2
Address Line		City, State Zip Code
City, State Zip Code		

Re: Denial of Overtime

Dear :

It is great that you would like to work more hours at {company}. However, at the present time we do not have a need for additional help. Please stay in contact with us so that we may be able to contact your regarding the possibility of overtime.

Sincerely,

N A M E