

# Overtime Pay Breakdown Memo

**Date:** June 18, 2024  
**To:** John Doe  
**From:** HR Department  
**Subject:** Breakdown of Overtime Pay for May 2024

Dear John,

Please find below the detailed breakdown of your overtime pay for May 2024.

## Overtime Details

Date	Type of Overtime	Hours Worked	Rate (per hour)	Amount
May 3, 2024	Regular OT	2.5	\$25.00	\$62.50
May 11, 2024	Rest Day OT	4.0	\$33.00	\$132.00
May 21, 2024	Holiday OT	3.0	\$40.00	\$120.00
Total Overtime Pay				\$314.50

If you have any questions regarding this breakdown, please contact the HR Department.

## Important Notes

- This memo serves as a summary of your overtime pay for the specified period only.
- Ensure all overtime hours are duly authorized and supported by attendance records.
- Tax and other deductions may be applied to the total overtime pay as per company policy.
- For discrepancies, kindly reach out to HR within 5 working days from receipt of this memo.