

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.