[Company Name]  
[Address, City, STATE, Zip]  
[Contact]  
[Website]

Subject: Overtime benefits announcement letter

To

[The Recipient]

Dear Employees,

It is intimated to you that the company has decided to offer overtime to its current employees owing to the fast-growing workload on weekends. Since you all are well-versed in the clients’ demands and company policies, we determined that this new opportunity will be only best for both parties.

As far as compensation and benefits are concerned for overtime employees, you will get the following advantages.

1. You will be paid $25 per hour (a whopping $10 increment)
2. Only 8-hrs per day, which is 2 hours less than an average weekday
3. More chances of promotion pertaining to the efficient performance
4. You will get 2 paid leaves per month only if you have an emergency
5. Flexible work routine as you can take your unfinished projects at home or finish up during weekdays.

We hope these incentives will persuade you enough to plunge in and get started with your overtime weekends. Should you have any queries, please feel free to contact Mr. McGregor at the HR department as he has been appointed as your special assistant in this regard.

Sincerely,

XYZ,  
CEO