

[Your Name]
[Your Address]
[City, State, Zip Code]
[Phone Number]
[Email Address]

[Date]

[Name of Recipient/HR Manager]
[Company Name]
[Company Address]
[City, State, Zip Code]

Subject: Acceptance of Overtime Settlement Terms

Dear [Name of Recipient],

I am writing to formally accept the settlement terms offered by [Company Name] regarding my unpaid overtime compensation for the period of [Start Date] to [End Date].

As per our agreement dated [Date of Offer Letter], I agree to the settlement amount of \$[Total Amount], which covers [Number of Hours] hours of overtime. I understand that this payment will be subject to standard payroll tax withholdings and will be paid via [Payment Method] on or before [Payment Date].

By signing this acceptance, I agree that this payment constitutes a full and final settlement of all claims related to overtime pay during the aforementioned period. I have reviewed the terms and conditions outlined in the settlement offer and find them acceptable.

Please find the signed copy of the settlement agreement attached to this letter. I look forward to receiving confirmation once the payment has been processed.

Sincerely,

[Your Signature]

[Your Printed Name]