

Date: [Insert Date]

To: [Employee Name]
[Employee ID / Position]
[Department]

Subject: Rejection of Overtime Dispute Settlement Offer

Dear [Employee Name],

We are writing to formally respond to your overtime dispute claim and the subsequent settlement proposal submitted on [Date of Proposal].

After a thorough review of our payroll records, time-tracking logs, and internal policies, we have determined that we cannot accept the proposed settlement at this time. Our records indicate that the overtime hours in question were either:

- Not pre-authorized according to company policy;
- Already compensated in the pay period dated [Insert Date]; or
- Inconsistent with the recorded log-in/log-out data.

As a result, your request for additional compensation as outlined in your settlement offer is denied. We believe our original calculations accurately reflect the hours worked in accordance with your employment contract and local labor laws.

If you have additional documentation or evidence that has not yet been reviewed, please submit it to the Human Resources department by [Insert Deadline Date]. Otherwise, we consider this specific dispute closed.

Sincerely,

[Your Name]
[Your Title]
[Company Name]