

## Comp Off Leave Application for Overtime Work

[Your Name]  
[Your Position/Title]  
[Company Name]  
[Company Address]  
[City, State, Zip Code]  
[Your Email Address]  
[Your Phone Number]  
[Date]

[Supervisor's Name]  
[Supervisor's Position/Title]  
[Department/Division Name (if applicable)]  
[Company Name]  
[Company Address]  
[City, State, Zip Code]

Subject: Compensatory Off (Comp Off) Leave Request for Overtime Work

Dear [Supervisor's Name],

I hope this email finds you well. I am writing to formally request Compensatory Off (Comp Off) leave in recognition of the additional hours I have worked beyond my regular schedule.

As per company policy, I have accumulated compensatory time off due to working overtime during [specify the dates or period]. The extra hours invested were necessary to meet project deadlines and ensure the successful completion of critical tasks.

In accordance with company guidelines, I would like to utilize this accrued Comp Off leave to restore my work-life balance and recharge for future endeavors.

I have taken proactive steps to ensure that all pending tasks are completed and have briefed [mention any relevant colleagues or team members] on the status of ongoing projects. I am confident that my absence will not impede the progress of our department's objectives.

I propose taking the Comp Off leave on [mention the preferred date(s)], which aligns with the needs of our team and project timelines. However, I am flexible and open to adjusting the dates as per your discretion.

Please let me know if there are any specific procedures or documentation required to process my Comp Off leave request. I am available to discuss this matter further and provide any necessary clarification.

Thank you for considering my request. Your support and understanding are greatly appreciated.

Yours sincerely,

[Your Name]

[Your Position/Title]

[Department/Division Name (if applicable)]

[Company Name]