

Comp Off Leave Letter - Sample Format

[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: Request for Compensatory Off Leave

Dear [Supervisor's Name],

I hope this email finds you well. I am writing to request a compensatory off leave for [mention the date(s)].

Due to [briefly explain the reason for the compensatory off, such as working overtime, attending work on a holiday, or any other eligible reason], I have accrued compensatory time off that I would like to utilize.

I have ensured that my pending tasks are up to date, and I have briefed [mention any relevant colleagues or team members] regarding the status of my projects during my absence. I am confident that my absence will not disrupt the workflow of the department.

I would like to propose taking the compensatory off on [mention the preferred date(s)], subject to approval from your end. However, I am open to discussing alternative dates if necessary to accommodate the needs of the team.

Please let me know if there are any additional steps I need to take or if there is any further information you require to process my request.

Thank you for considering my request. I look forward to your favorable response.

Yours sincerely,

[Your Name]