

Comp Off Leave letter to Colleagues

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

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

Subject: Compensatory Off (Comp Off) Leave Notification

Dear [Colleague's Name],

I hope this email finds you well. I wanted to inform you that I will be on Compensatory Off (Comp Off) leave for the additional hours I worked recently.

As per the company's policy, I have accrued Comp Off leave due to working beyond my regular hours during [specify the dates or period]. I have decided to utilize this earned leave to rejuvenate and maintain a healthy work-life balance.

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

I will be away from [mention the start date] to [mention the end date]. Please feel free to reach out to [alternative contact person] for any urgent matters in my absence.

Thank you for your understanding and support.

Best regards,

[Your Name]
[Your Position/Title]

[Department/Division Name (if applicable)]

[Company Name]