Comp Off Or Compensation Leave Letter

Subject: Request for Compensatory Off/Compensation Leave

Dear [Recipient's Name],

I hope this letter finds you in good health and high spirits. I am writing to request a compensatory off/compensation leave for [mention the specific dates or duration] due to [provide a brief explanation of the reason].

I have recently worked on [mention the specific project or task] that required extended hours and additional effort beyond my regular working schedule. Despite my best efforts, it was not possible to complete the project within the designated time frame without compromising the quality of the deliverables. Therefore, in consultation with my supervisor, it was agreed that I would be granted compensatory off/compensation leave for the extra time and effort invested.

I believe that taking this compensatory off/compensation leave is fair and justified, as it adheres to the policies and practices outlined in our company's employee handbook [or mention any relevant policies]. Moreover, I have consistently demonstrated dedication and commitment to my work, and this compensatory off/compensation leave will enable me to restore a healthy work-life balance.

I have discussed this matter with my immediate supervisor, [Supervisor's Name], who has provided their support and assured me of their willingness to make necessary arrangements to cover my absence during this period. I am confident that the team will efficiently manage any pending tasks or urgent matters in my absence.

I kindly request you to consider my application for compensatory off/compensation leave and grant me the mentioned duration for my leave. I assure you that I will complete all pending assignments and ensure a smooth transition before my leave begins.

I understand the importance of maintaining productivity and meeting deadlines, and I will make every effort to minimize any potential disruption caused by my absence. I am also willing to discuss any alternative arrangements or suggestions you may have to accommodate this request.

Thank you for considering my request. I am grateful for your understanding and support. Please do

not hesitate to contact me if you require any further information or clarification.

I look forward to a favorable response.

Yours sincerely,

[Your Name]

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