

Professional Comp Off Request Email

Subject: Request for Compensatory Leave - Weekend Project Work

Dear [Manager's Name],

I am writing to request compensatory leave for the extra hours I worked during the weekend of [Date Range] to complete the [Project Name] deliverables that were due on Monday morning.

As per company policy, I worked a total of [X hours] on Saturday and Sunday to ensure project completion within the deadline. I would like to request [X days] of compensatory leave to be taken on [Proposed Dates].

I have coordinated with my team members to ensure smooth workflow during my absence, and all pending tasks will be completed before I take the leave.

Please let me know if you require any additional documentation or if there are any concerns regarding my request.

Thank you for your consideration.

Best regards,

[Your Name]

[Your Position]

[Date]

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