

Informal Comp Off Request Message

Subject: Comp Off Request - Holiday Coverage

Hi [Manager's Name],

Hope you're doing well! I wanted to follow up on the extra hours I put in during [Holiday Name] last week. I covered the emergency client calls and handled the server maintenance that couldn't wait.

I was thinking of taking my comp off on [Date] if that works with the team schedule. I've already checked with [Colleague's Name] and they're okay covering my usual tasks for that day.

Let me know what you think!

Thanks,

[Your Name]

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