Official Comp Off Application Letter

Subject: Application for Compensatory Leave

Dear Sir/Madam,

I respectfully submit this application for compensatory leave in lieu of the overtime hours worked during the [specific period/project name].

Details of overtime work:

- Period: [Start Date] to [End Date]
- Total extra hours: [Number] hours
- Reason: [Brief description of work/project]
- Supervisor: [Name and designation]

As per the company's compensatory leave policy, I am entitled to [X days] of comp off for the aforementioned overtime work. I request approval to utilize this leave on [Proposed dates].

I have ensured that all my current responsibilities are up to date and have made arrangements for coverage during my absence.

I would be grateful for your approval of this request.

Yours sincerely,

[Your Full Name]

[Employee ID]

[Department]

[Date]

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