

Urgent Comp Off Request Message

Subject: Comp Off Request - Emergency Response

Hi [Manager's Name],

I'm writing to request compensatory leave for the emergency work I performed last [Day/Date] when the [system/issue] went down during non-business hours.

I worked from [Time] to [Time] to resolve the critical issue and ensure business continuity. This involved [brief description of work done].

I'd like to use my comp time on [Date] to recharge after the intense troubleshooting session.

Everything is now stable and running smoothly.

Thanks for understanding!

[Your Name]

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