

Last-Minute Comp Off Request Message

Subject: Short Notice Comp Off Request

Hi [Manager's Name],

I need to request a comp off day tomorrow ([Date]) on short notice. I know this isn't ideal timing, but I have some accumulated compensatory hours from the [recent project/overtime work] and need to address an urgent personal matter.

I worked [X] extra hours during [specific period/event] and this would account for one day of that time.

I've quickly coordinated with the team:

- [Colleague's Name] can cover my [specific responsibility]
- All urgent tasks are completed
- No critical meetings are scheduled

I apologize for the short notice and appreciate your understanding.

Thanks,

[Your Name]

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