

Military Leave Certification

Date: [Insert Date]

To Whom It May Concern,

This letter serves to certify that [Employee's Full Name], employed at [Company Name], is a member of the [Branch of Military] and has been called to active duty in connection with [specific duty or training].

The duration of this military leave will be from [start date] to [end date]. During this period, [Employee's Full Name] will be attending to their duties as required by [Branch of Military].

Please feel free to reach out to our office if you require any further information regarding this certification.

Thank you for your understanding and support.

Sincerely,

[Your Name]

[Your Title]

[Company Name]

[Company Address]

[Phone Number]

[Email Address]