

Military Leave Certification

Date: [Insert Date]

[Recipient's Name]

[Recipient's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

This letter serves to certify that [Employee's Name], holding the position of [Employee's Position] with [Company/Organization Name], will be on military leave for short-term service. The leave is scheduled to commence on [Start Date] and will continue until [End Date].

[Employee's Name] has been called to active duty as a member of [Branch of Service]. During this period, they will remain an employee of [Company/Organization Name] and will return to their position following the completion of service.

If you require further details or have any questions, please do not hesitate to contact me at [Your Phone Number] or [Your Email Address].

Sincerely,

[Your Name]

[Your Position]

[Company/Organization Name]

[Company Address]

[City, State, Zip Code]