

Military Leave Certification

Date: [Insert Date]

To Whom It May Concern,

This letter serves as a certification for [Service Member's Full Name], holding the rank of [Rank] in the [Branch of Military].

[Service Member's Name] is scheduled to participate in mandatory training exercises from [Start Date] to [End Date]. During this period, they will be required to be absent from their civilian employment duties.

We appreciate your understanding and support of [Service Member's Name]'s commitment to their military service.

If you have any questions or require further verification, please feel free to contact me at [Your Contact Information].

Sincerely,

[Your Name]

[Your Position]

[Unit/Organization Name]

[Contact Information]