

Military Service Protection Notification

Date: [Insert Date]

To: [Employer's Name]

[Company's Name]

[Company's Address]

Dear [Employer's Name],

I am writing to formally notify you of my upcoming military service, which is scheduled to commence on [Insert Start Date] and is expected to conclude on [Insert End Date]. As a member of [Branch of Service], I am obligated to fulfill my service duty.

In accordance with the Uniformed Services Employment and Reemployment Rights Act (USERRA), I would like to remind you of my rights regarding employment protection during my military service. I kindly request confirmation of my job protection and any necessary steps I need to undertake before my departure.

Please let me know if you require any additional information to facilitate this process. I appreciate your understanding and support during this time.

Thank you for your attention to this matter. I look forward to your prompt response.

Sincerely,

[Your Name]

[Your Address]

[Your Phone Number]

[Your Email Address]