

Leave Request for Emergency Mobilization

[Your Name]

[Your Address]

[City, State, ZIP Code]

[Email Address]

[Phone Number]

[Date]

[Supervisor's Name]

[Company Name]

[Company Address]

[City, State, ZIP Code]

Dear [Supervisor's Name],

I am writing to formally request a leave of absence due to my emergency mobilization for military service. I have been ordered to report for duty on [Date of Mobilization] and anticipate being away from work for [Duration of Leave].

I understand the importance of my role and will ensure a smooth transition of my duties prior to my departure. I am committed to keeping the lines of communication open during my absence and will provide updates as needed.

Please let me know if you require any further information or documentation regarding my mobilization orders. I appreciate your understanding and support in this matter.

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

Sincerely,

[Your Name]

[Your Job Title]