

Request for Military Service Leave

Date: [Insert Date]

To: [Supervisor's Name]

Department: [Department Name]

[Company/Organization Name]

[Company Address]

Dear [Supervisor's Name],

I am writing to formally request a leave of absence due to my family military obligations. As a member of the [Branch of Service, e.g., Army, Navy, etc.], I have been called to support my [relation, e.g., spouse, child] who is currently serving. The dates for this obligation are from [Start Date] to [End Date].

During my absence, I will ensure that all my responsibilities are managed and transition any ongoing projects to my teammates to maintain continuity. I am committed to keeping you updated and will be available via email for any urgent matters.

Thank you for considering my request. I appreciate your understanding and support during this time.

Sincerely,

[Your Name]

[Your Position]

[Your Contact Information]