

Leave Request for Military Service

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email]

[Your Phone Number]

To: [Manager's Name]

[Company's Name]

[Company's Address]

[City, State, Zip Code]

Dear [Manager's Name],

I am writing to formally request a leave of absence for military service as a reservist. I have received orders to report for duty starting on [Start Date] and expect to return to work on [Return Date].

I understand the importance of my responsibilities at [Company's Name] and will ensure that all my duties are up to date before my departure. I am happy to assist in the transition process and provide any necessary training to cover my responsibilities during my absence.

Please let me know if you need any additional information or documentation regarding my military service obligations. Thank you for your understanding and support.

Sincerely,

[Your Name]