

Military Deployment Notification

Date: [Insert Date]

To: [HR Manager's Name]

From: [Your Name]

Subject: Notification of Military Deployment

Dear [HR Manager's Name],

I am writing to formally notify you that I have received orders for military deployment. My deployment is scheduled to begin on [Deployment Start Date] and is expected to last until [Expected Return Date].

During my absence, please let me know how to assist in transitioning my responsibilities to ensure a smooth workflow. I am committed to providing any necessary documentation and support during this transition period.

Thank you for your understanding and support regarding this matter.

Best regards,

[Your Name]

[Your Job Title]

[Your Contact Information]