

Military Leave Notice

Date: [Insert Date]

To: [Supervisor's Name]

[Company/Organization Name]

[Company Address]

Dear [Supervisor's Name],

I am writing to formally notify you that I will be required to take military leave from my position at [Company/Organization Name] due to my reserve duty obligations. My leave will commence on [Start Date] and is expected to conclude on [End Date].

During this period, I will ensure that all my responsibilities are managed and transitioned appropriately to ensure minimal disruption to our operations. I am committed to keeping lines of communication open and will be reachable at [Your Contact Information] for any urgent matters.

Thank you for your understanding and support during this time. Please let me know if you require any further information or documentation regarding my military leave.

Sincerely,

[Your Name]

[Your Position]

[Your Contact Information]