

Military Leave Notification for Deployment

Date: [Insert Date]

To: [Supervisor's Name]

[Company/Organization Name]

[Company Address]

Dear [Supervisor's Name],

I am writing to formally notify you of my upcoming military deployment, which will require my absence from work. As a member of [Branch of Military], I have been ordered to report for duty as of [Deployment Start Date]. I anticipate that my deployment will last until approximately [Deployment End Date].

During my absence, I will ensure that all my responsibilities are delegated appropriately and will do my best to wrap up any pending tasks before my leave begins. Please let me know if there is anything specific you would like me to address before my departure.

Thank you for your understanding and support during this time. I will keep you updated on any changes to my deployment schedule.

Sincerely,

[Your Name]

[Your Job Title]

[Your Contact Information]