

Military Leave Status Update

Date: [Insert Date]

To: [Employer's Name]

Company: [Company's Name]

Address: [Company's Address]

Dear [Employer's Name],

I hope this message finds you well. I am writing to provide you with an update regarding my military leave status.

As of [Insert Date], my current status is [Insert Status, e.g., "actively deployed", "on reserve duty", "scheduled for return on..."]. I anticipate returning to work on [Insert Expected Return Date], barring any unforeseen circumstances.

If there are any forms or additional information you need from me during this period, please do not hesitate to reach out. I appreciate your understanding and support during my military service.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Contact Information]