

Military Duty Leave Authorization

Date: [Insert Date]

To: [Employee's Name]

[Employee's Address]

[City, State, Zip Code]

Dear [Employee's Name],

This letter is to formally authorize your leave of absence from [Start Date] to [End Date] due to your military duty as [Your Position/Rank], which has been duly noted and approved in accordance with [Company/Organization's Name] policy.

Please ensure that you provide the necessary documentation upon your return from service to complete any required processes.

We appreciate your service and commitment to our country. Should you have any questions or require further clarification, do not hesitate to contact [Contact Person's Name] at [Contact Person's Phone/Email].

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Position]

[Company/Organization's Name]

[Company/Organization's Address]

[City, State, Zip Code]