

Military Leave Notification Letter

Date: [Insert Date]

To: [Supervisor's Name]

[Company's Name]

[Company's Address]

Dear [Supervisor's Name],

I am writing to formally notify you of my need for military leave in accordance with the Uniformed Services Employment and Reemployment Rights Act (USERRA). My military service requires my attention, and I will be unable to fulfill my work responsibilities from [Start Date] to [End Date].

Please let me know if there are any forms or procedures I need to complete prior to my departure. I will ensure that all my duties are covered before I leave and will provide any necessary instructions to my colleagues to maintain continuity in my absence.

Thank you for your understanding and support during this time. I appreciate your assistance in making the transition as smooth as possible.

Sincerely,

[Your Name]

[Your Job Title]

[Your Contact Information]