

# Military Leave Request Form

**To:** [Supervisor's Name]

**From:** [Employee's Name]

**Date:** [Date]

**Subject:** Request for Military Leave

Dear [Supervisor's Name],

I am writing to formally request military leave from [start date] to [end date] due to my obligations with the [Branch of Service]. I am providing the required documentation to support my request.

I will ensure that all my responsibilities are delegated appropriately prior to my departure, and I am committed to maintaining communication during my leave as needed.

Thank you for considering my request. Please let me know if you need any further information.

Sincerely,

[Employee's Name]

[Employee's Position]

[Employee's Contact Information]