

Military Leave Request Notification

Date: [Insert Date]

To: [Supervisor's Name]

From: [Your Name]

Subject: Notification of Military Leave Request

Dear [Supervisor's Name],

I am writing to formally notify you of my request for military leave in accordance with the applicable policies. This leave is necessitated by my required service in [Branch of Military] and is scheduled to begin on [Start Date] and end on [End Date].

I have attached the necessary documentation to support my leave request, including my orders for active duty. I will ensure that all my responsibilities are managed efficiently during my absence. Please let me know if you require any further information or documentation.

Thank you for your understanding and support during this time.

Sincerely,

[Your Name]

[Your Position]

[Your Contact Information]