[Your Name]
[Your Rank/Service Component]
[Your Employee ID Number]
[Your Phone Number]
[Your Email]

[Date]

[Supervisor's Name]
[Company Name]
[Company Address]

Subject: Notice of Leave of Absence for Military Service

Dear [Supervisor's Name],

Please accept this letter as formal notification that I have been called to perform military service with the [Branch of Service, e.g., Army National Guard].

My period of military service is scheduled to begin on [Start Date] and is expected to conclude on or about [End Date]. My last day of work before my leave begins will be [Date of Last Working Day].

I intend to return to my position at [Company Name] upon the completion of my military duties. I will keep you informed of any changes to my orders and will provide notification regarding my return-to-work date as soon as it is confirmed.

Attached to this letter is a copy of my official military orders. [Optional: I will provide a copy of my official orders as soon as they are available.]

I understand my rights and responsibilities under the Uniformed Services Employment and Reemployment Rights Act (USERRA). Please let me know what administrative steps or paperwork I need to complete regarding my benefits and payroll during this absence.

Thank you for your support of my service.

Sincerely,

[Your Signature]

[Your Printed Name]