[Your Name]
[Your Rank/Unit]
[Your Employee ID]
[Date]

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

Subject: Notice of Leave of Absence for Military Service

Dear [Supervisor's Name],

This letter is to formally notify you that I have been called to perform military service with the [Branch of Service, e.g., Army National Guard].

I am requesting a military leave of absence from my position as [Your Job Title] beginning on [Start Date]. I expect my period of service to conclude on [End Date], and I anticipate returning to work on [Return Date].

I have attached a copy of my official orders for your records. I will keep you informed of any changes to my orders or my expected return date as information becomes available.

During my absence, I can be reached at [Your Personal Email or Phone Number] for urgent matters regarding this transition. I intend to return to my position at [Company Name] following the completion of my service, in accordance with the Uniformed Services Employment and Reemployment Rights Act (USERRA).

Thank you for your support of my military service.

Sincerely,

[Signature]
[Your Printed Name]