[Company Name]
[Department of Human Resources]
[Date]

[Employee Name]
[Employee ID]
[Employee Address]

Subject: Approval of Military Leave of Absence

Dear [Employee Name],

This letter is to formally notify you that your request for military leave has been approved. This leave is granted in accordance with the Uniformed Services Employment and Reemployment Rights Act (USERRA) and our company policy.

Your period of military service is scheduled to begin on **[Start Date]** and is expected to conclude on or about **[End Date]**. We understand that these dates may be subject to change based on your military orders; please notify Human Resources as soon as possible if any adjustments occur.

Benefits and Compensation:
During your leave, [describe pay status, e.g., your leave will be unpaid / you will receive differential pay / you may use accrued vacation time]. Your health insurance benefits will [describe status, e.g., continue for 30 days / remain active subject to employee premium payments].

Reemployment Rights:
Upon completion of your service, you are entitled to be restored to the position you would have attained with reasonable certainty if you had remained continuously employed, or a position of like seniority, status, and pay, provided you meet the eligibility requirements under USERRA.

Reporting Back to Work:
Please notify us of your intent to return to work within the timeframes established by law based on the duration of your service. You may submit your discharge documentation or return-to-work notification to the Human Resources department.

We thank you for your service to the country and look forward to your safe return.

Sincerely,

[Signature]
[Name of HR Representative]
[Title]
[Company Name]