[Company Name]
[Address]
[City, State, Zip Code]

[Date]

[Employee Name]
[Employee ID]
[Department]

Subject: Acknowledgment of Military Leave of Absence

Dear [Employee Name],

This letter is to formally acknowledge receipt of your notice regarding your upcoming military service obligations. We have received your [orders/documentation] indicating that your leave will begin on [Start Date] and is expected to conclude on or about [Return Date].

We approve your request for military leave of absence in accordance with the Uniformed Services Employment and Reemployment Rights Act (USERRA) and our company policy. During your absence, your employment status will be maintained, and your seniority will continue to accrue as if you had remained continuously employed.

Regarding your benefits and compensation:

- **Pay:** [Specify if the leave is unpaid or if the company provides differential pay].
- **Paid Time Off:** You may choose to use any accrued vacation or PTO during your leave, but you are not required to do so.
- **Health Benefits:** [Explain the continuation of health insurance and payment responsibilities].

Upon completion of your service, please notify [Contact Person/HR Department] of your intent to return to work within the timeframes established by USERRA based on the length of your service.

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

Sincerely,

[Your Signature]

[Your Name]
[Your Title]
[Human Resources Department]