[Your Name]
[Your Rank/Grade]
[Your Employee ID Number]
[Your Address]
[City, State, Zip Code]

[Date]

[Supervisor's Name]
[Title]
[Company/Organization Name]
[Address]
[City, State, Zip Code]

Subject: Notice of Deployment and Request for Military Leave

Dear [Supervisor's Name],

Please accept this letter as formal notification that I have been ordered to active duty with the [Branch of Service, e.g., United States Army Reserve]. In accordance with the Uniformed Services Employment and Reemployment Rights Act (USERRA), I am requesting a military leave of absence from my position as [Your Job Title].

My deployment is scheduled to begin on [Start Date]. My last day of work will be [Last Work Date]. At this time, I expect my period of service to conclude on or about [Estimated End Date]. I will keep you informed of any changes to this timeline as soon as I receive updated official orders.

I have attached a copy of my official orders to this letter for your records.

Regarding my benefits and compensation during this period:

- I [would/would not] like to use [Number] days of my accrued paid vacation/PTO at the start of my leave.
- I wish to [continue/suspend] my health insurance coverage during my absence.

Before my departure, I am committed to ensuring a smooth transition of my current projects and responsibilities. I will coordinate with you to hand over all necessary files and information to the appropriate team members.

I intend to return to my position at [Company Name] following my release from active duty. I will notify you of my intent to return within the timeframes mandated by USERRA.

Thank you for your support of my military service. Please let me know if there are specific human resources forms or procedures I need to complete before my leave begins.

Sincerely,

[Your Signature]

[Your Printed Name]