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

[Date]

[Employee Name]
[Employee ID]
[Home Address]
[City, State, Zip Code]

Subject: Approval of Military Leave Extension

Dear [Employee Name],

We have received your request dated [Date of Request] to extend your current military leave of absence, which originally began on [Original Start Date].

This letter serves as formal notification that your request for an extension has been approved. According to the documentation provided, your revised expected return-to-work date is now [New Return Date].

Please note the following regarding your extension:

- **Job Protection:** Your position, or a position of like seniority, status, and pay, will remain protected in accordance with the Uniformed Services Employment and Reemployment Rights Act (USERRA) and company policy.
- **Benefits:** Your [Health/Dental/Life] benefits will continue under the same terms previously established for your initial leave period. [Optional: Mention any changes to premium payments if applicable].
- **Documentation:** Please provide any updated official military orders reflecting this extension if you have not already done so.

Upon the completion of your service, please contact the HR department at least [Number] days prior to your return to facilitate your reinstatement process.

We thank you for your continued service to the country.

Sincerely,

[Signature]
[HR Manager Name]
[Title]
[Phone Number]
[Email Address]