[Your Name]
[Your Service Branch/Rank]
[Your Employee ID Number]
[Your Phone Number]
[Your Email Address]

[Date]

[Manager's Name or HR Contact Name]
[Company Name]
[Company Address]

Re: Notice of Intent to Return from Military Leave

Dear [Manager's Name or HR Representative],

I am writing to formally notify you of my intent to return to my position at [Company Name] following my period of military service. My active duty service is scheduled to conclude on [Date of Discharge/End of Orders].

In accordance with the Uniformed Services Employment and Reemployment Rights Act (USERRA), I would like to report back to work on [Date of Return].

Attached to this letter, please find a copy of my [Orders/DD Form 214/Discharge Documentation] confirming the dates of my service and the nature of my release.

I look forward to reintegrating with the team. Please let me know if there are any specific procedures or paperwork I need to complete prior to my return date.

Thank you for your support during my deployment.

Sincerely,

[Your Signature]

[Your Printed Name]