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

[Date]

[Manager's Name]
[Company Name]
[Company Address]

Subject: Notice of Intent to Return to Employment

Dear [Manager's Name],

Please accept this letter as formal notification that I have completed my military service obligations and am requesting reinstatement to my position at [Company Name].

My period of military service ended on [End Date of Service/Deployment]. In accordance with the Uniformed Services Employment and Reemployment Rights Act (USERRA), I am applying for reemployment within the required timeframe following my release from active duty.

I am prepared to resume my duties on [Requested Return Date]. I have attached a copy of my [Orders or DD-214] as documentation of my service and my honorable discharge/release.

I look forward to returning to the team and would appreciate an opportunity to discuss any necessary onboarding or updates that have occurred during my absence. Please let me know if there are any specific forms or procedures I need to complete prior to my return.

Thank you for your support of my military service.

Sincerely,

[Your Signature]

[Your Printed Name]