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

[Date]

[HR Contact Name]
[HR Department]
[Company Name]
[Company Address]

Subject: Notice of Intent to Return to Work Following Military Leave

Dear [HR Contact Name],

This letter is to formally notify you of my intent to return to my position as [Your Job Title] at [Company Name] following the completion of my military service obligations.

My period of military service began on [Start Date] and concluded on [End Date]. I am prepared to resume my duties effective [Return Date].

In accordance with the Uniformed Services Employment and Reemployment Rights Act (USERRA), I have enclosed a copy of my discharge papers (DD-214) or official orders confirming the dates of my service and the nature of my release.

I look forward to rejoining the team and would appreciate instructions regarding any necessary paperwork or briefings required for my reintegration. Please let me know if there are any specific details you need from me prior to my return date.

Thank you for your support during my service.

Sincerely,

[Your Signature]

[Your Printed Name]