Date: [Date]

To: [Employee Name]
Employee ID: [ID Number]

Subject: Notification of USERRA Rights and Obligations

Dear [Employee Name],

This letter is to acknowledge your upcoming military leave of absence starting on [Start Date] and to provide you with information regarding your rights and obligations under the Uniformed Services Employment and Reemployment Rights Act (USERRA).

1. Advance Notice
Employees must provide advance written or verbal notice to their employer of the need for military leave, unless prevented by military necessity.

2. Reemployment Rights
You are generally entitled to be reemployed in the position you would have attained with reasonable certainty if you had not been absent (the "escalator" principle), provided that:

- The cumulative length of your military absences from this employer does not exceed five years.
- You were not discharged from the military under disqualifying conditions.
- You report back to work or apply for reemployment within the required timeframes.

3. Reporting Back to Work
Your deadline to report to work or apply for reemployment depends on the length of your service:

- 1 to 30 days: First full regularly scheduled work period following completion of service and safe travel home, plus 8 hours.
- 31 to 180 days: Application for reemployment must be submitted no later than 14 days after completion of service.
- 181 days or more: Application for reemployment must be submitted no later than 90 days after completion of service.

4. Health Plan and Benefits
If you leave your job for military service, you have the right to elect to continue your existing employer-based health plan coverage for you and your dependents for up to 24 months. While performing military service, you are entitled to the non-seniority rights and benefits provided to other employees on similar leaves of absence.

5. Protection from Discrimination
It is unlawful for an employer to deny initial employment, reemployment, retention in

employment, promotion, or any benefit of employment because of your military status or obligations.

Please contact the Human Resources Department at [Phone Number/Email] if you have questions regarding your benefits or the reemployment process.

Sincerely,

[Name]
[Title]
[Company Name]