[Date]

[Employee Name]
[Employee ID]
[Department]

**Subject: Approval of Jury Duty Leave**

Dear [Employee Name],

This letter is to formally approve your request for leave to fulfill your civic obligation for jury duty. According to the documentation provided, your service is scheduled to begin on [Start Date].

Your leave is approved for the duration of your service. Please note the following regarding your compensation and benefits during this period:

- **Compensation:** [Select one: Your base salary will continue / This leave will be unpaid / You will receive the difference between your pay and jury fees].
- **Return to Work:** You are expected to return to work on the next scheduled workday following your dismissal from jury service.
- **Reporting:** If you are released from jury duty early on any given day, please contact your supervisor to determine if you should report to work for the remainder of the shift.

Upon your return, please provide the official "Certificate of Jury Service" or attendance verification provided by the court to the Human Resources department for our records.

Thank you for your service and for keeping us informed.

Sincerely,

[Your Name]
[Your Title]
[Company Name]