[Date]

[Employee Name]
[Employee ID]
[Department]

Subject: Notification of Jury Duty Summons

Dear [Manager Name/Human Resources],

I am writing to formally notify you that I have been summoned to serve for jury duty. According to the summons, I am required to report to [Court Name/Location] on [Start Date].

The anticipated duration of my service is [Number of Days/Weeks], though I understand this period may change depending on the trial proceedings. I will keep you updated regarding the expected date of my return to work.

In my absence, I will ensure that my current tasks are handed over to [Colleague Name] or completed before my departure. I have attached a copy of the official summons for your records.

Please let me know if there are any specific forms or procedures I need to complete regarding my leave of absence.

Sincerely,

[Your Signature]
[Your Printed Name]