[Company Name]

[Company Address]

[City, State, Zip Code]

[Date]

[Employee Name]

[Employee ID]

[Department]

Subject: Confirmation of Jury Duty Paid Leave

Dear [Employee Name],

This letter is to confirm the approval of your paid leave of absence for jury duty service. We have received your jury summons dated [Date on Summons] and your request for leave starting on [Start Date].

According to company policy, you will receive your full regular salary for the duration of your jury service, up to a maximum of [Number] days. To ensure you receive your compensation, please adhere to the following requirements:

- Provide a copy of your jury summons to the HR department immediately.
- Notify your supervisor daily if you are released early or if your service ends sooner than expected.
- Upon your return, provide an official certificate of service or "Juror Attendance Letter" from the court clerk confirming the days you served.

Please note that any stipends or daily fees paid to you by the court may be [kept by you / required to be signed over to the company], as per our internal policy guidelines.

We appreciate your commitment to fulfilling this civic duty. If you have any questions regarding your benefits or pay during this period, please contact the Human Resources department.

Sincerely,

[Signature]

[Name of HR Representative/Manager]

[Title]