[Your Name]
[Your Employee ID]
[Your Department]

[Date]

[Manager's Name]
[Company Name]

Subject: Notification of Unpaid Leave for Jury Duty

Dear [Manager's Name],

I am writing to formally notify you that I have been summoned to serve as a juror. My service is scheduled to begin on [Start Date] and is expected to conclude on or around [Estimated End Date].

I understand that, per company policy, this leave of absence will be unpaid. I have attached a copy of my official jury summons for your records.

I will ensure that all my current tasks are up to date or handed over to [Colleague's Name] before my departure. I will also keep you informed if the duration of my service changes.

Thank you for your support regarding this civic obligation.

Sincerely,

[Your Signature]
[Your Printed Name]