[Your Name]
[Your Job Title]
[Date]

[Manager's Name]
[Company Name]

Subject: Notice of Partial Day Jury Duty Leave

Dear [Manager's Name],

I am writing to formally notify you that I have been summoned for jury duty on [Date].

I anticipate that this will only require a partial day of absence. I plan to be at work during the following hours:

- Start Time: [Time]
- End Time: [Time]

I am scheduled to report to the court at [Court Reporting Time]. I will return to work immediately following my dismissal for the day, or I will report to work in the morning prior to my reporting time, as indicated above.

I have attached a copy of my jury summons for your records. I will provide the court's attendance verification documentation upon my return. I will keep you updated if the court schedule changes or if this develops into a full-day requirement.

Thank you for your understanding.

Sincerely,

[Your Signature]
[Your Printed Name]