

[Your Full Name]
[Rank/Service Identification Number]
[Your Job Title]
[Your Department]

[Date]

[Supervisor's Name]
[Company Name]
[Company Address]

Subject: Notice of Leave of Absence for Military Deployment

Dear [Supervisor's Name],

Please accept this letter as formal notification that I have been called to active duty service with the [Branch of Military, e.g., Army National Guard]. In accordance with the Uniformed Services Employment and Reemployment Rights Act (USERRA), I am requesting a military leave of absence from my position as [Your Job Title].

My deployment is scheduled to begin on [Start Date], and my final day of work will be [Last Day of Work]. At this time, I expect my period of service to conclude on or about [Expected Return Date]. I will keep you updated should these dates change based on my military orders.

Attached to this letter is a copy of my official orders confirming my deployment.

I intend to return to my position at [Company Name] upon the completion of my military service. I will provide you with notice of my intent to return to work in accordance with the timelines established by USERRA.

Please let me know what administrative steps or paperwork I need to complete regarding my benefits and payroll before my departure. Thank you for your support and for your commitment to those serving in the armed forces.

Sincerely,

[Your Signature]
[Your Printed Name]