

[Your Name]
[Your Rank/Service Component]
[Your Employee ID Number]
[Your Phone Number]
[Your Email Address]

[Date]

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

Subject: Request for Extension of Military Leave of Absence

Dear [Supervisor's Name],

I am writing to formally request an extension of my current military leave of absence, which was originally scheduled to end on [Original End Date].

Due to [reason for extension: e.g., an extension of my official orders / additional required training / operational necessity], my military service obligations have been extended. My new anticipated date of release from active duty is [New End Date], and I expect to return to my position at [Company Name] on or about [Return to Work Date].

Attached to this letter, please find a copy of my updated military orders confirming this extension.

I remain committed to my role at [Company Name] and will keep you updated should there be any further changes to my schedule. I intend to exercise my reinstatement rights under the Uniformed Services Employment and Reemployment Rights Act (USERRA) upon my return.

Thank you for your continued support and understanding.

Sincerely,

[Your Signature]

[Your Printed Name]