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

[Date]

[Manager's Name or HR Contact]
[Company Name]
[Company Address]

Re: Notice of Intent to Return from Military Leave

Dear [Manager's Name],

This letter is to formally notify you that my period of active military service will conclude earlier than originally anticipated. My final day of service is scheduled for [Date of Discharge/End of Orders].

In accordance with my rights under the Uniformed Services Employment and Reemployment Rights Act (USERRA), I am requesting to return to my position as [Your Job Title] at [Company Name].

I intend to report back to work on [Expected Return Date].

I have attached a copy of my updated military orders (or discharge papers) for your records. Please let me know if there are any specific administrative tasks or onboarding procedures I need to complete prior to my return date.

I look forward to rejoining the team.

Sincerely,

[Your Signature]

[Your Printed Name]