

[Your Name]
[Your Rank/Service Branch]
[Your Address]
[City, State, Zip Code]
[Your Phone Number]
[Your Email]

[Date]

[Manager's Name]
[Title]
[Company Name]
[Company Address]
[City, State, Zip Code]

Dear [Manager's Name],

I am writing to formally notify you of my intent to return to my position as [Your Job Title] at [Company Name] following the completion of my military service obligations. My period of military service is scheduled to conclude on [End Date of Service].

In accordance with the Uniformed Services Employment and Reemployment Rights Act (USERRA), I am requesting to be reinstated to my former position or a position of like seniority, status, and pay. I intend to report back to work on [Expected Return Date].

I have attached a copy of my military orders/discharge papers (Form DD-214) for your records. Please let me know if there are any specific administrative steps or paperwork I need to complete prior to my return date.

I look forward to rejoining the team and contributing to the company again. Thank you for your continued support during my service.

Sincerely,

[Your Signature]

[Your Printed Name]