

[Current Date]

[Employee Name]

[Employee ID]

[Department]

Subject: Approval of Military Leave of Absence

Dear [Employee Name],

This letter is to formally notify you that your request for a military leave of absence has been approved. This leave is granted in accordance with company policy and the Uniformed Services Employment and Reemployment Rights Act (USERRA).

Your leave is scheduled to begin on **[Start Date]** and is expected to conclude on or around **[End Date]**. We understand that these dates may be subject to change based on your military orders; please keep us informed of any adjustments to your schedule as soon as possible.

Regarding your compensation and benefits during this period:

- **Pay:** [Specify if leave is paid, unpaid, or if military differential pay applies].
- **Benefits:** Your health insurance and other benefits will [Specify terms, e.g., continue for 30 days / be suspended until return].
- **Paid Time Off:** You may choose to use accrued vacation or personal time during this leave, but you are not required to do so.

Upon completion of your service, please notify [Department/Manager Name] of your intent to return to work within the timeframes mandated by USERRA. We will require a copy of your discharge papers or certificates of completion to update our records.

We thank you for your service to the country and look forward to your safe return.

Sincerely,

[Signature]

[Name of Approving Officer]

[Title]

[Company Name]