

[Current Date]

[Employee Name]

[Employee ID]

[Department]

Subject: Approval of Leave of Absence for Jury Duty

Dear [Employee Name],

This letter is to formally approve your request for a leave of absence to perform jury duty, as indicated in the summons you provided dated [Date on Summons].

Your leave will begin on [Start Date] and is expected to continue until your service is completed. Please notify your supervisor as soon as possible once you are released by the court to confirm your return-to-work date.

Regarding compensation, your leave will be handled as follows:

- [Paid/Unpaid] leave according to company policy.
- Benefits will continue to accrue during this period.

Please remember to provide the "Certificate of Jury Service" provided by the court clerk upon your return for our personnel records.

Thank you for fulfilling your civic obligation.

Sincerely,

[Your Name]

[Your Title]

[Company Name]