Date: [Date]

To: [Employee Name]

From: [Employer Name/HR Department]

Subject: Notice of Eligibility and Rights & Responsibilities (Family and Medical Leave Act)

Dear [Employee Name],

On [Date], you informed us that you need to take leave for a qualifying exigency arising out of the fact that your [Family Member Name], who is your [Relationship, e.g., spouse, son, daughter, or parent], is on covered active duty or has been notified of an impending call or order to covered active duty in the Armed Forces.

This notice is to inform you of your eligibility and your rights and responsibilities under the Family and Medical Leave Act (FMLA).

Part A: Notice of Eligibility

Regarding your eligibility for FMLA leave:

- You **are** eligible for FMLA leave.
- You **are not** eligible for FMLA leave because: [Reason, e.g., You have not met the 12-month employment requirement].

Part B: Rights and Responsibilities for Taking FMLA Leave

As you are eligible, your leave may be designated as FMLA leave. You have the following rights and responsibilities:

- The leave may be up to 12 workweeks in a 12-month period.
- You must provide certification of the qualifying exigency. A certification form is attached. This must be returned by [Date].
- If you are currently covered by our group health plan, your coverage will continue during leave on the same conditions as if you had continued to work.
- You have a right under the FMLA for up to 12 weeks of unpaid leave in a 12-month period for a qualifying exigency.
- Upon return from FMLA leave, you must be restored to your original or an equivalent position with equivalent pay, benefits, and other employment terms.

Part C: Required Documentation

To process your request, please provide the following documentation:

- A copy of the military member's active duty orders or other military documentation.

- The completed Certification of Qualifying Exigency for Military Family Leave form.

If you have any questions, please contact [Name of HR Contact] at [Phone Number/Email].

Sincerely,

[Name]
[Title]
[Company Name]