

[Date]

Via Email

RE: [Employee's name] military service absence notification

Dear [Employer],

I am writing to formally notify you of my service with the [branch of uniform service]. My service obligations and temporary leave from this position will begin on [date of service]. As you may be aware, my temporary absence from this position is protected by the Uniformed Services Employment and Reemployment Rights Act of 1994, 38 U.S.C.S §§ 4301 et seq.

Please be aware that I [do/do not] want to use my paid time off to cover my military leave and I [do/do not] want to maintain my health insurance coverage during my absence.

Thank you in advance for your understanding in this matter and I look forward to returning to [company name] after I complete my service.

Sincerely,

NOTE- This sample notice must be tailored to the individual situation and is not necessarily applicable to all employees. You should consult with legal counsel prior to the use of this notice.