

Date _____

Name of Employer

Address

City/State/Zip

RE: Request for a Military Leave of Absence

Dear: _____ (Employer/HR Manager)

I have been called to military duty beginning _____ (Date Orders Begin).
The orders are effective until _____ (Date Orders End). A copy of my
military orders is attached to this letter or will be provided as soon as possible.

Accordingly, I will be taking a military leave of absence beginning
_____ (Date Military Leave Begins). In the interim, I will continue to
transition my duties. I may also use my personal days and vacation prior to my
departure.

If you need to contact me, I will be temporarily available by telephone at
_____ (Phone or Cellular Number) and by e-Mail at
_____ (e-Mail Address). If I am sent to a
remote overseas location, I may not have access to telephonic or electronic
communications, but I will try my best to communicate status changes to you.

Sincerely,

Your Printed Name w/Signature Above It

Address

City/State/Zip

Encl.