



# SAMPLE ONLY DO NOT USE MILITARY OR FRG LETTERHEAD!

## Employee's Active Duty Absence Notification Letter to Employer

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SAMPLE -

[Employee's Home Address]

[Date]

[Employer's Business Address]

**\*Send by Certified Mail, Return receipt requested**

Dear Sir/Madam:

I will perform service with the [service] beginning on [date] and ending on [date]. My absence from work for this period of military service is protected by the Uniformed Services Employment and Reemployment Rights Act, Title 38, United States Code Sections 4301-33.

My last day at work with you before I begin my military service will be [date]. I expect to return to work with you on or about [date]. *\*Note: Make sure your return date complies with Title 38, United States Code Section 4312.* [During my absence, I can be reached at {give mailing address and telephone number, if known}] [During my absence, \_\_\_\_\_, telephone number (\_\_\_\_) \_\_\_\_-\_\_\_\_, will know how to reach me]

[I {do} {do not} desire to take \_\_\_ days of paid {vacation, annual leave, etc.} as the first \_\_\_ days of my absence.] Please be advised that I may not be required to use vacation pay or time for military absence from my workplace, per Title 38, United States Code Section 4316(d).

[I {do} {do not} desire to continue my health care insurance, per Title 38, United States Code Section 4317.

If you have any questions about the provisions of the Uniformed Services Employment and Reemployment Rights Act, the National Committee for Employer Support of the Guard and Reserve, toll-free telephone number 1-800-336-4590, will be happy to answer them.

Sincerely,

[Signature]

Original Received for Employer by:

\_\_\_\_\_  
[Printed Name and Signature]

CONTACT INFORMATION: [Frg508mp@gmail.com](mailto:Frg508mp@gmail.com)  
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