

Military Leave Approval

Subject: Military Leave of Absence Approved

Dear [Employee Name],

This letter confirms approval of your military leave of absence in compliance with the Uniformed Services Employment and Reemployment Rights Act (USERRA).

Your military leave will begin on [Start Date] for [Duration/Until Further Notice]. Your employment rights, seniority, and benefits are protected under federal law during your service period.

Health insurance coverage will continue for up to [Number] months at no cost to you. After that period, you may elect to continue coverage under COBRA provisions. Detailed information will be provided by our benefits department.

Upon completion of your military service, you have reemployment rights as specified under USERRA. Please notify us of your intent to return within the timeframe required by law, and provide any necessary military discharge documentation.

We are grateful for your service to our country and look forward to your safe return to our organization.

Respectfully,

[HR Director Name]

[Human Resources Department]

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