Sean Jones

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September 1, 2018

Harvey Smith

Director, Human Resources

ABC Company

123 Business Rd.

Business City, NY 54321

Dear Mr. Smith:

As per our conversations, I am writing to formally notify you that I will perform active duty with the United States Navy beginning on September 1. I have enjoyed my association with ABC company and fully expect to return to my job once my military obligation is met.

As you know, my absence from work for this period of military service is protected by the Uniformed Services Employment and Reemployment Rights Act (USERRA), 38 United States Code, Sections 4301-33. I am hopeful that my leave will not negatively impact the organization and I would be glad to train and orient my replacement prior to my departure.

My last day at work before I begin military service will be August 1.

I do not wish to take paid leave during my absence, and I do not want to maintain health insurance coverage during my absence.

I can be reached at the above address and phone number while I am on active duty. If you have any questions about the provisions of the Uniformed Services Employment and Reemployment Rights Act (USERRA), you can contact the United States Department of Labor at 1-866-4-USA-DOL (1-866-487-2365).

Best wishes for continued success at company ABC and I look forward to the day when I can return to my job.

Sincerely,

Sean Jones