

Date

SUBJECT: Advance Notice to Employer of Military Duty

Employer Name
ATTN: Human Resources Director
Employer Address

Dear Employer,

The purpose of this letter is to notify you that I have been ordered to perform military duty on the dates shown on the attached military orders. I will be returning to my civilian employment at the completion of my military duty.

As you may be aware, the Uniformed Service Employment and Reemployment Rights Act (Title 38 United States Code, Sections 4301-4318) provides that an employee must be restored to his or her former position upon release from military duty.

Should you have any questions, please contact the United States Department of Labor, Veteran's Employment and Training Service at 1-800-442-2VET or at the Indianapolis Office by calling 232-6804.

Sincerely,

Enclosure
Military Orders

Copy furnished:
Individual file copy

Encl. 1