

## Notice to the Civilian Employer

Mr. Sam Johnson  
Tech Enterprises  
8755 Shore Dr.  
Brooklyn, NY 22109

Re: BM2 Jane Smith, United States Navy and your employee

Dear Mr. Johnson:

I am writing to you concerning your employee, Jane Smith. Jane is also a member of the Navy Reserve unit that I command.

I am writing to ask you, as Jane Smith's employer, for your cooperation and support to make it possible for her to participate in essential military training and service. I am enclosing, for your information, a schedule of our unit's training for the current fiscal year (through September). [You can vary this letter to use it for a unit mobilization or unit annual training.]

Under the Uniformed Services Employment and Reemployment Rights Act (USERRA), Ms. Smith has the right to time off from her civilian job for military training or service. USERRA requires advance notice to the civilian employer, except in unusual circumstances, and the law provides that an appropriate officer of the uniformed service may give such notice. As Jane Smith's CO, I am an appropriate officer, and this letter constitutes sufficient notice under the law.

In the Department of Defense, there is an organization known as "Employer Support of the Guard and Reserve" (ESGR). ESGR's mission is to gain and maintain employer support for Guard and Reserve service by recognizing outstanding support, increasing awareness of the law, and resolving conflicts through mediation. If you have any questions about USERRA or employer support, you can find information on ESGR's website at [www.esgr.mil](http://www.esgr.mil). You may also contact ESGR directly at 1-800-336-4590 or complete a request for assistance at: <https://esgr.mil/USERRA/USERRA-Contact>.

If you ever have any questions about Ms. Smith's military service, please feel free to contact me by telephone at xxx-xxx-xxxx or by e-mail at [John.Jones@navy.mil](mailto:John.Jones@navy.mil). On behalf of the Department of Defense, I thank you for your cooperation and support.

Sincerely,

John Jones  
Captain, United States Navy  
Commanding Officer