

Notice of Service Performed for Employer

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

Re: Jane Smith, (Service Component), completion of duty

Dear Mr. Johnson:

I am writing to you concerning your employee, Jane Smith. Jane is also a member of the _____ (Unit) of the _____ (Service Component(USN, USAR, etc)).

Jane Smith performed military duty from _____ to _____ dates. Thank you for your cooperation and support allowing the service member to complete essential military training and service. [You can vary this letter to use to cover multiple periods of duty.]

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 provides timelines based on length of service for employees to return to work and requires employers to promptly reemploy employees upon completion of military service.

For more information on USERRA, a copy of the Employer Resource Guide, and other news and information, visit the Employer Support of the Guard and Reserve (ESGR) website at 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>.

For more information about Ms. Smith's military service, please feel free to contact me at xxx-xxx-xxxx or e-mail at John.Jones@navy.mil. On behalf of the Department of Defense, I personally thank you for your cooperation and support.

Sincerely,

John Jones
Rank, Military Service
Position, Command name