



**Marianne Long**  
*Director*

**Notification Letter to Employer**  
**Employee's Military Active Duty Return**  
*\*Hand Deliver or Mail to your Supervisor AND HR*

Application for Reinstatement – Uniformed Services Employment and Reemployment Act (USERRA), Title 38, U.S. Code Section 4312

Dear Sir/Madam:

On \_\_\_\_\_, I entered active duty with the \_\_\_\_\_. On \_\_\_\_\_, I was honorably released from active duty.

Please accept this letter as a formal request to be reinstated in my former job. With your permission, I plan to report to work on \_\_\_\_\_. Please call me at the number listed below if this date is not convenient. Pursuant to the Uniformed Services Employment and Reemployment Rights Act, Title 38, United States Code Sections 4301-4335, I am entitled to be reinstated as soon as possible in my former position.

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 also can call the ESGR, toll-free, at 1-800-336-4590, or contact ESGR via e-mail [USERRA@osd.mil](mailto:USERRA@osd.mil).

Sincerely,

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Employee Phone Number

\_\_\_\_\_  
Employee Address

\_\_\_\_\_  
Date

Original Received by:

\_\_\_\_\_  
Employer Representative

Place in Employee’s personnel file in HR