

Date: _____

TO:

**RE: Employment Rights After Active Military Service
Uniformed Services Employment and Reemployment Rights Act (USERRA)
38 U.S.C §§ 4301 *et seq.*
California Military and Veterans Code §§ 394 *et seq.***

Dear Sir/Madam:

I, _____, am a member of the California Army National Guard. I have been called to serve on active duty with the Armed Forces of the United States beginning _____, 20____. This period of service will continue until _____, 20____, and may be extended beyond that date. A copy of my military orders is enclosed if they are currently available. If not, a copy will be provided on request when I return from active duty.

My last day at work with you before I begin active duty will be _____, 20____. I will be returning to my job after my release from active duty pursuant to USERRA, 38 U.S.C. §§ 4301 *et seq.* and California Military and Veterans Code §§ 394 *et seq.* (CMVC). I am asserting all other rights provided by USERRA, CMVC, other applicable laws concerning the employment and reemployment of military reservists, and any associated contracts or agreements.

I do do not wish to take ___ days of vacation or paid leave at the beginning of my military leave.

I do/ do not wish to continue my health care insurance per USERRA, 38 USC § 4317.

During my military service, please direct any correspondence to:

I regret any inconvenience that this may cause you. Thank you, in advance, for your patience and understanding.

Sincerely,

Signature

Enclosure: Military Orders