

[Employee's Home Address]

[Date]

[Employer's Business Address]

****Send by Certified Mail, Return receipt requested***

RE: Application for Reinstatement-Uniformed Services Employment and Reemployment Act, Title 38, U.S. Code Section 4312

Dear Sir/Madam:

On **[date]**, I entered active duty with the **[service]**. On **[date]**, I was honorable released from active duty with the service.

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 **[date]**. 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 4301-33, I am entitled to be reinstated as soon as possible in my former position.

If you have any questions about the provisions of the Uniformed Services Employment and Reemployment Rights Act, the National committee for Employer Support of the Guard and reserve, too-free telephone number 1-800-336-4590, will be happy to answer them.

Sincerely,
[Signature]

Original Received for Employer by:

[Printed Name and Signature]