CITY OF MELROSE **Human Resources Department**

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. You also can call the ESGR, toll-free, at 1-800-336-4590, or contact ESGR via e-mail 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

Revise Date 11/5/2009