

[Your Company Letterhead]

[Date]

[Employee's Name]

[Employee's Address]

[City, State, ZIP Code]

Dear [Employee's Name],

Subject: Jury Duty Leave

We have received your notification regarding your jury duty summons scheduled for [dates of jury duty]. As per our company policy and in accordance with state law, you are eligible for leave during this time.

Please ensure that you provide us with a copy of your jury duty summons and any court documentation upon your return. Your position will be held for you, and we will work to accommodate your absence.

If you have any questions or require further assistance, please feel free to reach out to [HR Contact Name] at [HR Contact Phone Number] or [HR Contact Email].

Thank you for your cooperation.

Sincerely,

[Your Name]

[Your Title]

[Company Name]

[Company Phone Number]

[Company Email]