[Your Name]

[Your Street Address]

[Your City, ST ZIP Code]

[Select Date From Drop Down]

Barton Community College

Attn: [Enter Supervisor’s Name]

245 NE 30 Road

Great Bend, KS 67530

Dear Supervisor:

I went to work for the College on [provide date]. On [date] I gave the College notice of my impending call to active duty in the U.S. military. [If you gave written notice, attach a copy, if possible. If your notice was oral, provide as much information as possible about when, how, and to whom you gave the notice.] I have completed my period of service, and I am now applying for re-employment.

I have the right to re-employment under the Uniformed Services Employment and Reemployment Rights Act (USERRA), which you can find in Title 38, United States Code, sections 4301-4333. You can find the text of USERRA, and more details on this law, on the Website of the National Committee for Employer Support of the Guard and Reserve (ESGR). Please see www.esgr.com. You can also call ESGR at 1-800-336-4590.

I have attached a copy of my DD-214, showing the date I entered and left active duty and that I was released from duty under honorable conditions. [If you do not have a DD-214, attach and refer to a copy of your endorsed orders, a letter from your commanding officer, or some other documentation showing the dates and characterization of your military service.] Please note that I meet USERRA's eligibility criteria as to prior notice, duration and character of service, and timely application for re-employment.

Please accept this letter as my formal application for re-employment. With your permission, I plan to report for work at [insert time and date]. If this is not acceptable to you or you have questions, please call me as soon as possible at [telephone number]. Thank you for your prompt attention to this matter.

Sincerely,

[Sign here]

CC: Human Resources