

Army Forced and Mandatory Leave

[Army Unit/Branch Name]

[Unit Address]

[City, State, ZIP Code]

Date: [Insert Date]

To: [Rank, Name, and ID of the Soldier]

[Position/Designation]

[Unit/Department]

Subject: Notification of Forced and Mandatory Leave

Dear **[Rank and Name]**,

This letter serves as formal notification that you are being placed on **Forced and Mandatory Leave** from your duties at **[Unit/Branch Name]**, effective from **[Start Date]** to **[End Date]**. This decision was taken in accordance with the regulations set forth by **[Regulation/Act Reference, if applicable]** and is aimed at ensuring **[state reason, e.g., investigation, health and safety, disciplinary actions, etc.]**.

Reason for Leave

The key reason for this leave is as follows:

- **[Reason 1: Example: Pending investigation related to breach of conduct]**
- **[Reason 2: Example: Operational requirements or unit reorganization]**
- **[Reason 3: Example: Health and safety protocols due to health-related concerns]**

This leave is not intended as punitive action but as a procedural measure to maintain **[state specific reason, e.g., impartiality in investigations]**.

Duration of Leave

- **Start Date:** [Insert Date]
- **End Date:** [Insert Date]

Pay and Benefits

During this leave, you will be entitled to:

- **Salary/Compensation:** [Specify if paid, unpaid, or partially paid]
- **Allowances:** [Specify applicable allowances, if any]
- **Access to Benefits:** [Specify if healthcare or other benefits will remain intact]

Compliance Instructions

- **Return of Military Equipment/Assets:** You are required to return all assigned equipment, such as **[specify, e.g., weapons, uniforms, communication devices, etc.]** to the Quartermaster before your leave commences.
- **Access to Military Systems:** Your access to **[specify systems, e.g., military email, secure systems, etc.]** will be restricted during the leave period.
- **Communication During Leave:** For urgent matters, you may contact **[Officer Name, Rank, Contact Number]**.

Return to Duty

Upon completion of your leave period, you will be required to report to **[Location]** on **[Return Date]** for a review of your leave status. You will receive further instructions on the next steps from your commanding officer.

Acknowledgment of Receipt

I, **[Soldier's Name]**, acknowledge the receipt of this **Army Forced and Mandatory Leave Notification**. I understand and agree to the terms outlined in this letter.

Soldier's Signature: _____

Date: _____

Commanding Officer: _____

Date: _____