### **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:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_