

EMPLOYER JURY DUTY EXCUSE LETTER

Employer Name: _____
Employer Address: _____
City, State, Zip: _____

To Whom It May Concern:

This letter serves as a formal verification that the individual named below is employed by the undersigned employer and that he/she was required to attend jury duty during the period indicated by the court. As the employer, we hereby excuse the employee from work for the duration of their jury service.

Employee Name: _____
Employee Position/Title: _____

Under United States law, employers are required to allow employees to serve on juries without penalty or retaliation. This letter confirms that the employee's absence from work was authorized and supported by the employer in compliance with all applicable federal, state, and local laws.

If further verification or additional information is required, please do not hesitate to contact the undersigned at the employer's contact information provided above.

Sincerely,

Authorized Employer Representative Signature

Printed Name: _____
Title/Position: _____
Contact Phone: _____
Contact Email: _____

This letter is provided for the purpose of excusing the employee's absence from work due to jury duty and complies with all applicable

Date: _____

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