

Employer jury service excusal letter example

[Your Name] [Email Address]
[Your Position] [Phone Number]
[Your Company Name] [Date]
[Your Company Address]

To Whom It May Concern,

I am writing on behalf of [Your Company Name] concerning the jury service summons for our employee, [Employee's Full Name], scheduled to commence on [Start Date of Jury Service].

[Employee's Full Name] is a crucial member of our team, currently involved in [describe the project or role the employee is undertaking]. Their absence during this period would cause significant disruption to our operations and potentially jeopardize the success of [the project or role].

We fully understand and respect the importance of jury service. However, we kindly request a deferral or, if possible, an excusal from jury service for [Employee's Full Name] due to the reasons stated above. We believe that [Employee's Full Name] could serve at a later date, specifically [suggest a time frame], when their absence would not have such a profound impact on our business.

Attached to this letter, you will find supporting documents that further explain the nature of [Employee's Full Name]'s role and the potential implications of their absence.

We appreciate your understanding and consideration of this request. Please feel free to contact me directly if you require any further information.

Yours faithfully,

[Your Name]
[Your Position]
[Your Company Name]

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