

EMPLOYER JURY DUTY EXCUSE LETTER

Employer: _____ Employee Name: _____

To whom it may concern,

This letter serves as an official notice from the undersigned employer regarding the jury duty summons received by the employee named above. Please be advised that the employee is excused from work duties for the period of jury service as required by law. This letter is issued in accordance with the provisions of the Jurisdiction of Australia and relevant employment legislation.

Employee Details:

Full Name: _____
Position/Title: _____
Period of Jury Service: _____

Employer Confirmation:

The employee named herein is a current employee of the undersigned employer and is hereby excused from work obligations during the period of jury service. The employer acknowledges the employee's civic duty and supports compliance with the jury service requirements under Australian law. The employee will be reinstated to their position without loss of pay or benefits for the duration of their service.

Important Notes:

- This letter is intended solely for the purpose of excusing the employee from work during jury duty and should not be used for any other legal or administrative purpose. - The employer confirms compliance with the Fair Work Act 2009 and relevant state and territory laws governing jury service and employee rights in Australia. - Should further verification be required, please contact the undersigned employer directly.

Contact Information:

Employer Name: _____
Address: _____
Phone: _____ Email: _____

Authorized Signatory:

Name: _____
Position: _____
Employer Signature

Signature: _____

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