

DEPARTMENT OF THE ARMY

{YOUR BATTALION}

{YOUR BRIGADE}

{FORT, STATE ZIP}

{YOUR OFFICE SYMBOL}

DATE

MEMORANDUM THRU

Commander, **{YOUR BATTALION, YOUR BDE, FORT, STATE ZIP}**

Commander, **{YOUR BDE, FORT, STATE ZIP}**

FOR Commander, U.S. Army Human Resources Command, 1600 Spearhead Division Avenue,
ATTN: (HRC-OPL-R), Ft. Knox, KY 40122

SUBJECT: Date Change of Previously Approved/Pending Separation/ Retirement Request

1. I, **(name, rank, branch, SSN)**, hereby request to voluntary change my effective separation/retirement date from **(Previous Requested Date)** to **(Adjusted Separation/Retirement Date)** for the following reason, **(Reason)**, IAW AR 600-8-24, Paragraph 3-2 or 6-21.

2. The point of contact for this action is the undersigned at **(Phone Number)** and **(E-mail Address)**.

{YOUR NAME}

{RANK, BRANCH}

{CURRENT JOB TITLE}

Commander, **{YOUR BATTALION, YOUR BDE, FORT, STATE ZIP}**

Signature/Type Name Concur/Nonconcur Date: Additional
Comments:_____

Commander, **{YOUR BDE, FORT, STATE ZIP}**

Signature/Type Name Concur/Nonconcur Date: Additional Comments:_____