

**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: Withdrawal of Previously Approved/Pending( **Retirement /Separation**) Request

1. I, **(name, rank, branch, SSN)**, hereby request to voluntary withdraw my previously submitted/approved **(separation/retirement)** for **(Previous Requested Date)** for the following reason, **(Reason)**, IAW AR 600-8-24.

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 NameConcur/Nonconcur Date: Additional Comments:\_\_\_\_\_