



UNIT LETTERHEAD

XXXX-XX

MEMORANDUM THRU Director, Human Resources, ATTN: MPD Transition Center
AMIM-HDH-MT, Retirement Section, Fort Cavazos, Texas 76544

FOR Commander, U.S. Army Human Resources Command (AHRC-OPD-A), 1600
Spearhead Division Avenue, Fort Knox, Kentucky 40122

SUBJECT: Voluntary Retirement for NAME, SSN

1. Recommend approval for the voluntary retirement packet submitted by XXXX with a retirement date of XX XXX XX.
2. The point of contact for this memorandum is the undersigned at (XXX) XXX-XXXX and email at xxxxx.x.xxxxx.mil@army.mil.

XXXXXXXXXX
COL, XX
Commanding