

DEPARTMENT OF THE ARMY

{YOUR BATTALION}

{YOUR BRIGADE}

{FORT, STATE ZIP}

{YOUR OFFICE SYMBOL}

25 JULY 2017

MEMORANDUM THRU

Commander, {YOUR BDE, FORT, STATE ZIP}

Commander, {YOUR BATTALION, 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: Unqualified Resignation for {LAST NAME, FIRST NAME MI, RANK, BRANCH, 000-00-0000}

1. I, {FIRST NAME, MI. LAST NAME, 000-00-0000, RANK, BRANCH,} tender my unqualified resignation from active duty under AR 600-8-24, chapter 3, section II to be effective {YOUR REQUESTED SEPARATION DATE,} or as soon as practical thereafter.
2. I am not under suspension of favorable personnel action, under investigation, pending charges or being considered for elimination.
3. I {have/have not} fulfilled my active duty service obligation as specified in AR 350-100.
4. I desire to tender my resignation for {YOUR REASONS.}
5. I understand that if my release from active duty is accepted, that my character of service will be characterized as Honorable or Under Honorable Conditions as determined by Headquarters, Department of the Army.
6. My present duty station is {YOUR COMPANY, YOUR BATTALION, YOUR BDE, FORT, STATE ZIP.}
7. I {do/do not} desire separation overseas. (*Applicable only if currently serving in an overseas area.)
8. I understand that if I have not completed my statutory 8-year Military Service Obligation (MSO), I am required to accept appointment in the U.S. Army Reserve and that I will be transferred to the IRR to complete that obligation. Further, I understand that if I am required to accept appointment in the U.S. Army Reserve to complete my MSO or am requesting appointment in the U.S. Army Reserve, that my REFRAD pursuant to my unqualified resignation from the Regular Army shall constitute my acceptance of the Reserve appointment. If I am required to accept or have requested appointment in the U.S. Army Reserve, and do not desire this

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appointment, I must request withdrawal of my resignation prior to my REFRAD IAW AR 600-8- 24 and remain on active duty.

9. {I desire to be appointed as a commissioned officer in the U.S. Army Reserve upon my REFRAD} or {I have fulfilled my MSO and do not desire appointment in the U.S. Army Reserve} (as applicable)

As of the date of this application, I have **{NUMBER OF}** days of accrued leave. I **{do/do not}** plan to take **{NUMBER OF}** days of transition leave.

10. I understand that if I am requesting or required to accept a Reserve appointment and the appointment has not been approved by the appropriate authority within 10 days of my REFRAD date, the effective date of my release will be adjusted by Army Human Resources Command in 30 day increments until the appointment is approved. I further understand that if my REFRAD date needs to be adjusted, that the Army Human Resources Command will notify me of such change by memorandum and that I am responsible for coordinating my adjusted REFRAD date with my transition center.

11. I understand that if I participated in certain advanced education programs (including, but not limited to Tuition Assistance, Degree Completion Program, and Cooperative Degree Program) I may be required to reimburse the United States Government as stated in written agreement made by me with the United States Government under law and regulations.

12. I understand that my release from active duty is voluntary and I am not entitled to separation pay.

13. My mailing address immediately after the date of separation will be **{YOUR ADDRESS.}**

14. For further information, I may be contacted at **{WORK PHONE, CELL PHONE, and WORK EMAIL.}**

**{YOUR NAME}
{RANK, BRANCH}
{CURRENT JOB TITLE}**