

DEPARTMENT OF THE ARMY
YOUR BATTALION
YOUR BRIGADE
FORT, STATE ZIP

YOUR OFFICE SYMBOL

DATE

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: Date Change of Previously Approved/Pending Separation Request

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

