

Unit Office Symbol

Date of Memorandum

MEMORANDUM THRU

Assigned Unit

High Command (minimum of 06 Command Level)

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

SUBJECT: Request for Withdrawal of Approved/Pending Resignation

I, (**name, rank, branch, SSN**), hereby request to voluntary withdraw my approved/ pending resignation for the following reason, (**Reason**), IAW AR 600-8-24, Paragraph 3-2

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

First Name MI Last Name (Jane J. Doe)
Rank, Branch
SSN

Commander, Battalion Level, address

Signature/**Type Name** Concur/Nonconcur Date:

Additional Comments: _____

Commander, Brigade Level, address

Signature/**Type Name** Concur/Nonconcur Date:

Additional Comments: _____

