

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:_____