

SAMPLE FORMAT OF ENDORSEMENT MEMORANDUM

(LETTER HEAD)

(Office Symbol)

(Date)

MEMORANDUM THRU Garrison Director of Human Resources, United States Army
Garrison-Hawaii, (IMHW-HRM), Schofield Barracks, HI 96857-5000

FOR Commander, U. S. Army Human Resources Command, (AHRC-EPF-M), 1600
Spearhead Division Road, Fort Knox, KY 40122

SUBJECT: Request for Voluntary Retirement – Rank First Name, MI, Last Name, Unit

1. Recommend (**approval/disapproval**) (must justify disapproval) of the request for voluntary retirement.
2. POC for this action is the undersigned at **(808) 000-0000**.

**(O-6 Level Command)
SIGNATURE BLOCK
RANK, BRANCH
Commanding**